

A G E N D A
WORK SESSION MEETING
City of Moberly
October 02, 2023
6:00 PM

AMENDED AGENDA

Requests, Ordinances, and Miscellaneous

1. Approval Of A Lease Agreement With Marine Toys For Tots Foundation For Property Located At 218 W. Reed Street.
2. Discussion Of Donation Of Parking Lots On West Rollins.
3. Receipt Of Proposal For In-Fill Housing.
4. A Change Order #3 For Sturgeon, Fisk And Homestead That Was Combined With The Sturgeon And Rollins Water Main Replacement Agreement.
5. Receipt Of Quotes For Fox Park Retention Basin.
6. A Resolution Adopting An Update Of The City's Loss Control Manual.
7. **A Request To Authorize The Interim City Manager To Complete A Sales Transaction For The 2007 Pierce Contender To The Sumner Fire Protection District For \$60,000.00.**

City of Moberly

City Council Agenda Summary

Agenda Number: WS #1.
Department: Administration
Date: October 2, 2023

Agenda Item: Approval Of A Lease Agreement With Marine Toys For Tots Foundation For Property Located At 218 W. Reed Street.

Summary: Toys for Tots has requested the use of 218 W. Reed for their 2023 collection, and distribution, campaign. They have agreed to enter into a lease with the city beginning October, 2023 through February, 2023. The lease agreement presented sets forth the rights and liabilities of the participating parties. Toys for Tots is agreeable to paying \$1 for each month the unit is rented.

Recommended Action Direct staff to bring to the next Council meeting for final approval.

Fund Name:

Account Number:

Available Budget \$:

ATTACHMENTS:

☐ Memo	☐ Council Minutes
☐ Staff Report	☐ Proposed Ordinance
☒ Correspondence	☐ Proposed Resolution
☐ Bid Tabulation	☐ Attorney's Report
☐ P/C Recommendation	☐ Petition
☐ P/C Minutes	☐ Contract
☐ Application	☐ Budget Amendment
☐ Citizen	☐ Legal Notice
☐ Consultant Report	☐ Other _____

Roll Call

Aye Nay

Mayor

M___ S___ Jeffrey ___ ___

Council Member

M___ S___ Brubaker ___ ___

M___ S___ Kimmons ___ ___

M___ S___ Kyser ___ ___

M___ S___ Lucas ___ ___

Passed Failed

City of Moberly City Council Agenda Summary

Agenda Number: _____

WS #2.

Department: Public Works

Date: October 2, 2023

Agenda Item: Discussion Of Donation Of Parking Lots On West Rollins.

Summary: Matt Brownfield has a couple of parking lots on Rollins that he is willing to donate to the City, however they need some repair and rework for best layout of parking as one lot. I have gotten an estimate from DMC Concrete for work to be done and had McClure draft some optional layouts for parking configuration.

The West lot, while not terrible, has some underlying issues and the center median needs to come out for the best layout. We would also need to rework the multiple entry points along Rollins. The West lots needs total tear out and replacement, and the full repairs for both would be extensive. Capital's price of \$180,000 seems excessive and I am trying to get a firm price for concrete at this time. Either way, it will likely exceed \$100,000 for all the necessary work/striping.

Recommended Action: Direct staff to bring forward to the regular October 16, 2023, City Council for final approval.

Fund Name: Street CIP

Account Number: 601.000.5502

Available Budget \$: 252,675.97

ATTACHMENTS:

☐ Memo	☐ Council Minutes
☐ Staff Report	☐ Proposed Ordinance
☐ Correspondence	☐ Proposed Resolution
☒ Bid Tabulation	☐ Attorney's Report
☐ P/C Recommendation	☐ Petition
☐ P/C Minutes	☐ Contract
☐ Application	☐ Budget Amendment
☐ Citizen	☐ Legal Notice
☐ Consultant Report	☐ Other _____

Roll Call

Aye

Nay

Mayor

M___ S___ **Brubaker**

Council Member

M___ S___ **Lucas**

M___ S___ **Kimmons**

M___ S___ **Jeffrey**

M___ S___ **Kyser**

Passed

Failed



Ankeny, IA | Carroll, IA | Clive, IA
Cedar Rapids, IA | Fort Dodge, IA
North Liberty, IA | Sioux City, IA
Macon, MO | Columbia, MO
North Kansas City, MO
Lenexa, KS

NOTICE:
McClure Engineering Co. is not responsible or liable for any issues, claims, damages, or losses (collectively, "Losses") which arise from failure to follow these Plans, Specifications, and the engineering intent they convey, or for Losses which arise from failure to obtain and/or follow the engineers' or surveyors' guidance with respect to any alleged errors, omissions, inconsistencies, ambiguities, or conflicts contained within the Plans and Specifications.

** PRELIMINARY **
NOT FOR
CONSTRUCTION

Ryan Fuller
MO PE-2016001250
August 16, 2023

REVISIONS

PROJECT INFO		
2023001187		
ENGINEER	DRAWN BY	CHECKED BY
RAF	RDI	RAF

MOBERLY PARKING LOT

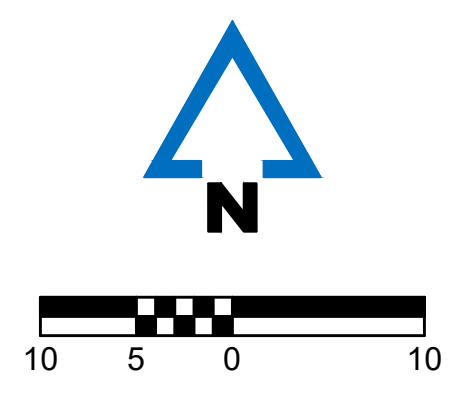
OPTION A

DRAWING NO.

C1



OPTION A
35 PARKING STALLS



I have worked up some thoughts based on our bid unit prices. In talking with DMC, he said those unit prices would work. Below are some options doing the minimal repairs required at this time starting at around \$55K for concrete and stripe work ranging up to around \$130K for 6" thick concrete with stripe work. Review and let me know if you have any questions.

-Parking lot repair/replacement range \$46,787.40 - \$122,633.60

-Parking lot entrance range \$4,500 - \$7,000 (depending on layout)

-Parking lot stripe work - \$2,500 est.

-Entire area of the two parking lots removed and replaced with 6" concrete, assuming 16,136 sq. ft. using 4" thick concrete at our \$6.60/sq.ft. bid price, its \$106,497.60 vs. 6" thick concrete at our bid price of \$7.60 sq. ft. would be \$122,633.60. With the likelihood of trash trucks driving over it regularly to access dumpsters, its worth considering the extra thickness.

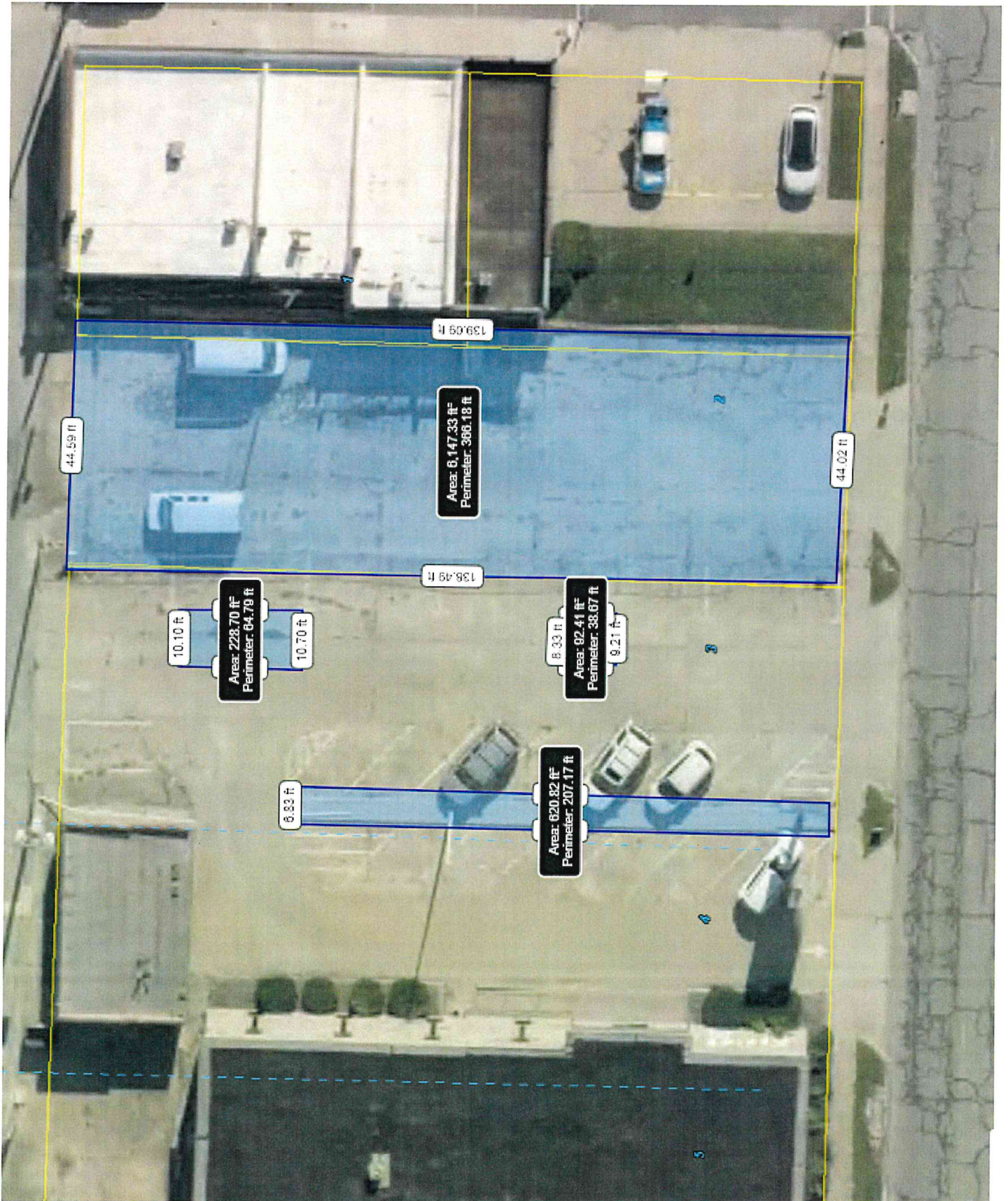
If we just focused on removal of the island, and approximate areas of the current bad spots in the larger parking lot and all of the East lot (approx. 7,089 sq. ft), using 4" concrete @ \$6.60/sq.ft = \$46,787.40, using 6" concrete @ \$7.60/sq.ft = \$53,876.40

This would get us along good for now, but likely would have to do more patching/repairs in the West lot in the not-too-distant future.

I would estimate that we would have around \$2,500 in cost to stripe the parking after completion based on previous costs and inflation.

We would have to revise the entrances approaches (See Attached). I am estimating \$4,500 to \$7,000, depending on layout.





City of Moberly

City Council Agenda Summary

Agenda Number: _____

WS #3.

Department: Community Development

Date: October 2, 2023

Agenda Item: Receipt Of Proposal For In-Fill Housing.

Summary: Attached is the proposal that was received on September 25, 2023, for the in-fill housing at 1032 Franklin St. from R&D Properties.

Recommended Action: Direct staff to bring forward to the October 16, 2023 regular City Council meeting for final approval.

Fund Name: N/A

Account Number: N/A

Available Budget \$: N/A

ATTACHMENTS:

☐ Memo	☐ Council Minutes
☐ Staff Report	☐ Proposed Ordinance
☐ Correspondence	☐ Proposed Resolution
☐ Bid Tabulation	☐ Attorney's Report
☐ P/C Recommendation	☐ Petition
☐ P/C Minutes	☐ Contract
☐ Application	☐ Budget Amendment
☐ Citizen	☐ Legal Notice
☐ Consultant Report	☐ Other <u>Proposal</u>

Roll Call

Aye

Nay

Mayor

M___ S___ **Brubaker**

Council Member

M___ S___ **Lucas**

M___ S___ **Kimmons**

M___ S___ **Jeffrey**

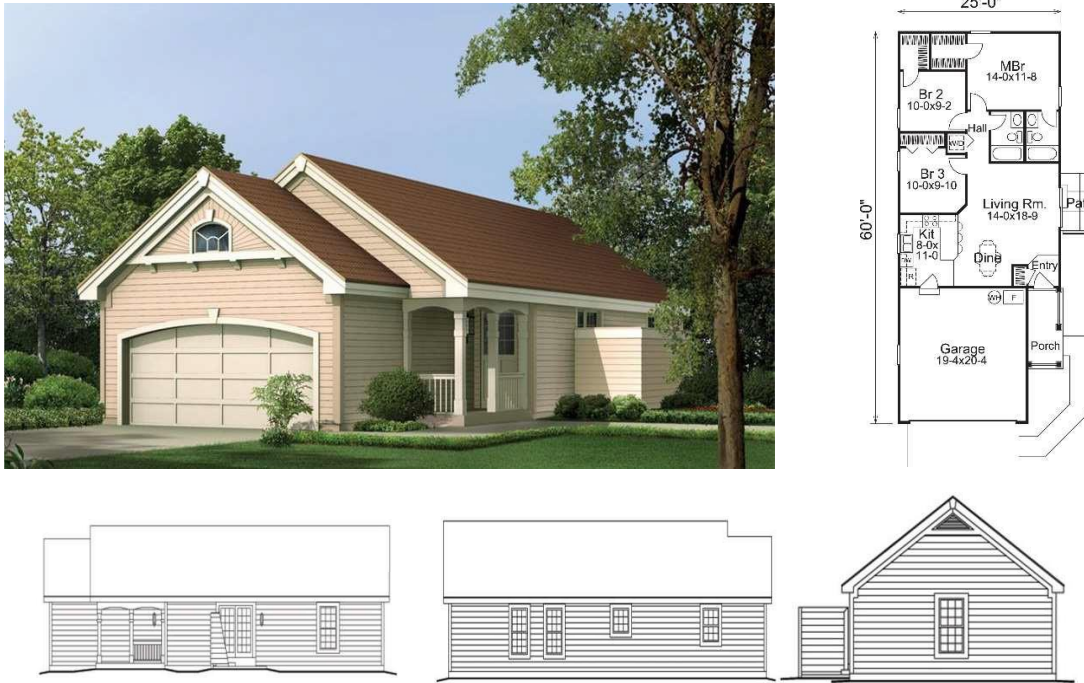
M___ S___ **Kyser**

Passed Failed

In-Fill Development Proposal | 1032 Franklin Street, Moberly, Missouri

R&D Properties, LLC is submitting this proposal for in-fill housing development on three lots located at 1032 Franklin Street.

Below are examples of the potential housing designs we are proposing for the lots if our proposal is accepted/approved.



Elevations for 1032 Franklin Street, Moberly, MO.



Proposed plans for this location are in the range of 950 – 1000 sq ft

R&D Properties believes the proposed housing structures meet the character of the neighborhood (scale, setback, stories) and comply with zoning requirements. Therefore, we would like to begin work in 2024 to get these homes for re-sale purposes, **not for rental**, underway. There are currently four (4) lots at 1032 Franklin Street, but only three (3) of the four (4) are buildable based on the topography. We are proposing to build three (3) houses on the three (3) buildable lots, which will exclude building a structure on the west most lot of the subject tract. Due to lack of buildable ground on all four (4) lots located at 1032 Franklin Street, alongside the need to gain access to sewer / water off of West End Place, we are seeking your consideration for a variance on the deposits for the unbuildable lots. Lastly, as part of the scope of this proposal, we would request participation in the sidewalk/curb cost share program for all associated properties within the plan.

Due to utilities being on West End Place, we are requesting (all inclusively) the following lots as part of this proposal.

1032 Franklin Street (Lots 15, 16, 17, 18)
 West End Place (Lots 10, 12 | North side of West End Place)
 1041 West End Place
 1042 West End Place
 1043 West End Place

We are proposing to acquire the above-mentioned lots in order to gain access to water/sewer as well as to secure additional lots for possible future development. We will likely have a development plan for the West End Place lots within the next 24 months. Once a plan has been developed, we will initiate conversations and present a full project plan to the City of Moberly for the West End Place lots.

R&D Properties would contract with Squibb Custom Homes to build the structures at 1032 Franklin Street as well as various other in-fill projects throughout Moberly, MO. Squibb Custom Homes is a licensed contractor registered with the City of Moberly as per the City's requirements and would complete the work using trades (including electrical and plumbing contractors) primarily from the Hannibal, MO area.

Both R&D Properties and/or Squibb Custom Homes have pursued and successfully completed multiple:

1. New Construction Homes [Texas | Missouri]
2. Remodels / Renovations [Texas | Missouri | Oklahoma]
3. Development Plans [Missouri]

The projected start date for construction on the above-mentioned lots are anticipated to be mid-2024, and the timeline for completion is approximated to take 9-10 weeks after initiating construction.

The estimated end value/sales price for the homes we are proposing for 1032 Franklin Street are estimated to range from \$149,000 - \$169,000.

R&D Properties is grateful for the opportunity to provide this proposal and would appreciate your consideration for approval.

Should you have questions, I have included my contact information below.

Respectfully,
 Ray & Diane Magruder
 R&D Properties, LLC
 Cell: 660.651.6911
 Visit Us On Facebook: [Facebook](#)
 Website: RandDProperties.com
 E-Mail: RandDPropertyDevelopment@GMail.com



I have prepared a diagram that depicts the lots that R&D is talking about in their proposal and wanted to cover some of the thoughts here.

The Blue lots are what are being proposed for immediate development, the red lot is not buildable. The Yellow lots are City owned lots, but are overgrown and have a few terrible surrounding houses making it unreasonable to build new housing across from at this time. The sanitary sewer line also runs through the back of the West End lots vs. in the Alley r/w. It will make it much easier for construction and future access if they own those lots. All of the lots would be eligible for the City sidewalk cost share agreement.

I am recommending a development agreement on the yellow lots that would give R&D access for all utilities and 24 month to come up with a development plan to either acquire more of the surrounding properties to clean up and develop the area or the development agreement would terminate and lots would remain with the City. If they are unable to produce a satisfactory development plan for the West End lots within the 24 months, R&D would retain utility connection easement for the houses on Franklin St.

They would only be bonding the 3 buildable lots on Franklin St. at this time for \$3,000, and a \$1,000 bond for the whole of the yellow lots.

City of Moberly

City Council Agenda Summary

Agenda Number: _____

WS #4.

Department: Public Works

Date: October 2, 2023

Agenda Item: A Change Order #3 For Sturgeon, Fisk And Homestead That Was Combined With The Sturgeon And Rollins Water Main Replacement Agreement.

Summary: Attached is the change order and the quotes for the work to be done on Sturgeon St., Fisk Ave and Homestead Dr. while they are in town doing the Sturgeon St. and Rollins St. water main replacement.

Recommended Action: Direct staff to bring forward to the October 16, 2023, regular City Council meeting for final approval.

Fund Name: Transportation Trust

Account Number: 600.000.5406

Available Budget \$: 40,000.00

ATTACHMENTS:

☐ Memo	☐ Council Minutes
☐ Staff Report	☐ Proposed Ordinance
☐ Correspondence	☐ Proposed Resolution
☐ Bid Tabulation	☐ Attorney's Report
☐ P/C Recommendation	☐ Petition
☐ P/C Minutes	☐ Contract
☐ Application	☐ Budget Amendment
☐ Citizen	☐ Legal Notice
☐ Consultant Report	☒ Other <u>Change Order</u>

Roll Call

Aye **Nay**

Mayor

M___ S___ **Brubaker**

___ ___

Council Member

M___ S___ **Lucas**

___ ___

M___ S___ **Kimmons**

___ ___

M___ S___ **Jeffrey**

___ ___

M___ S___ **Kyser**

___ ___

Passed Failed

CHANGE ORDER NO. 3

Owner: City of Moberly, Missouri
 Engineer: Jacobs Engineering Group, Inc.
 Contractor: Willis Bros. Inc
 Project: Sturgeon and Rollins Water Main Replacement
 Contract Name: Sturgeon and Rollins Water Main Replacement Construction Contract
 Date Issued: July 7, 2023
 Owner's Project No.:
 Engineer's Project No.: C5X55931
 Contractor's Project No.:
 Effective Date of Change Order:

The Contract is modified as follows upon execution of this Change Order:

Description:

1. Remove and replace 60' of 24" culvert pipe under Fisk Ave, install new metal flared end section, backfill and pour back concrete, \$7,500.
2. Place (4) 4' under-drain lines on Homestead Dr. with rock drainage around them, total estimated length is 250', \$7,800.
3. Ditch 1,625' along Sturgeon St. creating positive drainage and installing 75' of 12" HDPE piping near the intersection of Lee St., 19,572.50

Attachments: Price quotes from Willis Bros.

Change in Contract Price	Change in Contract Times
Original Contract Price:	Original Contract Times:
\$ 1,454,475.00	Substantial Completion: 180 days
	Ready for final payment: 210 days
Increase from previously approved Change Orders No. 1 and 2	NO CHANGE from previously approved Change Order No.1
\$ 25,030.00	Substantial Completion: 180 days
	Ready for final payment: 210 days
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 1,479,505.00	Substantial Completion: 180 days
	Ready for final payment: 210 days
Increase this Change Order:	NO CHANGE this Change Order:
\$ 34,872.50	Substantial Completion: _____
	Ready for final payment: _____
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 1,514,377.50	Substantial Completion: 180 days
	Ready for final payment: 210 days

Recommended by Engineer (if required)

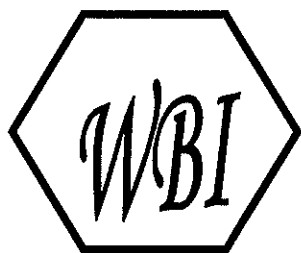
Authorized by Owner

By: Tobin Lichti

Title: Project Manager

Date: July 7, 2023

	Accepted by Contractor	Approved by Funding Agency (if applicable)
By:	_____	_____
Title:	_____	_____
Date:	_____	_____



WILLIS BROS., INC.
30285 KIMBALL PLACE
MACON, MISSOURI 63552
660-385-3327/FAX 660-385-7110

Quote

June 12, 2023

City of Moberly
 Tom Sanders

Re: Fisk Ave Tube Replacement

24" Culvert to be provided by the City of Moberly.

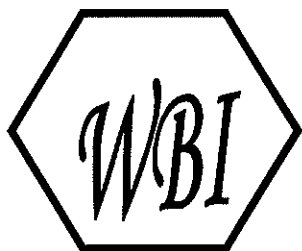
Remove and replace culvert and pour back concrete.

Cut Streets, Excavate & Remove old tube.....	\$ 2,500.00
Traffic Control.....	\$ 500.00
Concrete.....	\$ 1,680.00
Labor & Equip.....	<u>\$ 2,820.00</u>
	\$ 7,500.00

Please call if you have any questions.

Sincerely,

Tom Willis
 660-651-0935



WILLIS BROS., INC.
30285 KIMBALL PLACE
MACON, MISSOURI 63552
660-385-3327/FAX 660-385-7110

Quote

June 12, 2023

City of Moberly
Tom Sanders

Re: Homestead Drive

Place 4~4" underdrains in Homestead Drive.

Cut streets.....	\$ 1,000.00
Materials.....	\$ 3,000.00
Labor & Equip...	<u>\$ 3,800.00</u>
	\$7, 800.00

The City of Moberly will do the street repair.

Please call if you have any questions.

Sincerely,

Tom Willis
660-651-0935



WILLIS BROS., INC.
30285 KIMBALL PLACE
MACON, MISSOURI 63552
660-385-3327/FAX 660-385-7110
 Qoute

Date June 19, 2023

City of Moberly, Mo.
 Tom Sanders

RE: South Sturgeon St.
 Ditching and installing 12" tube

1655 ln ft ditching	\$9.50 pr ft	\$15,722.50
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Breakout	
Equipment	\$7,250.00
Labor	\$6,750.00
Overhead	\$1,200.00
Profit	\$522.50

Install Tube Furnished by City	\$3,850.00
--------------------------------	------------

Breakout	
Cut Street and haul off spoils	\$1,850.00
Install tube and compact rock	\$1,750.00
Labor	\$1,500.00
Equipment	\$2,100.00
Overhead	\$150.00
Profit	\$100.00

Total	\$19,572.50
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Submitted by Tom Willis

Tom Willis

Accepted by _____

Date _____

City of Moberly

City Council Agenda Summary

Agenda Number: _____

Department: Public Works

Date: October 2, 2023

WS #5.

Agenda Item: Receipt Of Quotes For Fox Park Retention Basin.

Summary: Prices ranged from \$2,000 to \$12,000, and while the upper prices ones have some additional features, such as a concrete base/pad and some seeding, we were looking for the baseline to get the job done on a \$0 budget. The proposal from Willis Brothers while lacking the small concrete pad, is significantly less expensive even if they added the pad. As Public Works agreed to fund this stormwater project in a park facility, I am willing to pay up to the \$2,000 to try and make this a more attractive/functional retention basin vs. the current weedy, hard to maintain detention basin.

The 24" existing outfall pipe has not experienced any significant detention, even when we had the 6.5" rainfall. The proposed standpipe will still have a 24" intake to let water leave at a reduced rate from the 36" outlet that discharges into the basin. There are several feet of freeboard remaining above the standpipe and the overflow discharges to the same channel as the outlet pipe. Based on existing rainfall events, there is no anticipated impact for at least a 25-year rainfall event.

Recommended

Action: Accept this bid

Fund Name: Street CIP Contracted Services

Account Number: 601.000.5406

Available Budget \$: 75,000.00

ATTACHMENTS:

☐ Memo	☐ Council Minutes
☐ Staff Report	☐ Proposed Ordinance
☐ Correspondence	☐ Proposed Resolution
☒ Bid Tabulation	☐ Attorney's Report
☐ P/C Recommendation	☐ Petition
☐ P/C Minutes	☐ Contract
☐ Application	☐ Budget Amendment
☐ Citizen	☐ Legal Notice
☐ Consultant Report	☐ Other _____

Roll Call

Aye

Nay

Mayor

M___ S___ Brubaker

Council Member

M___ S___ Lucas

M___ S___ Kimmons

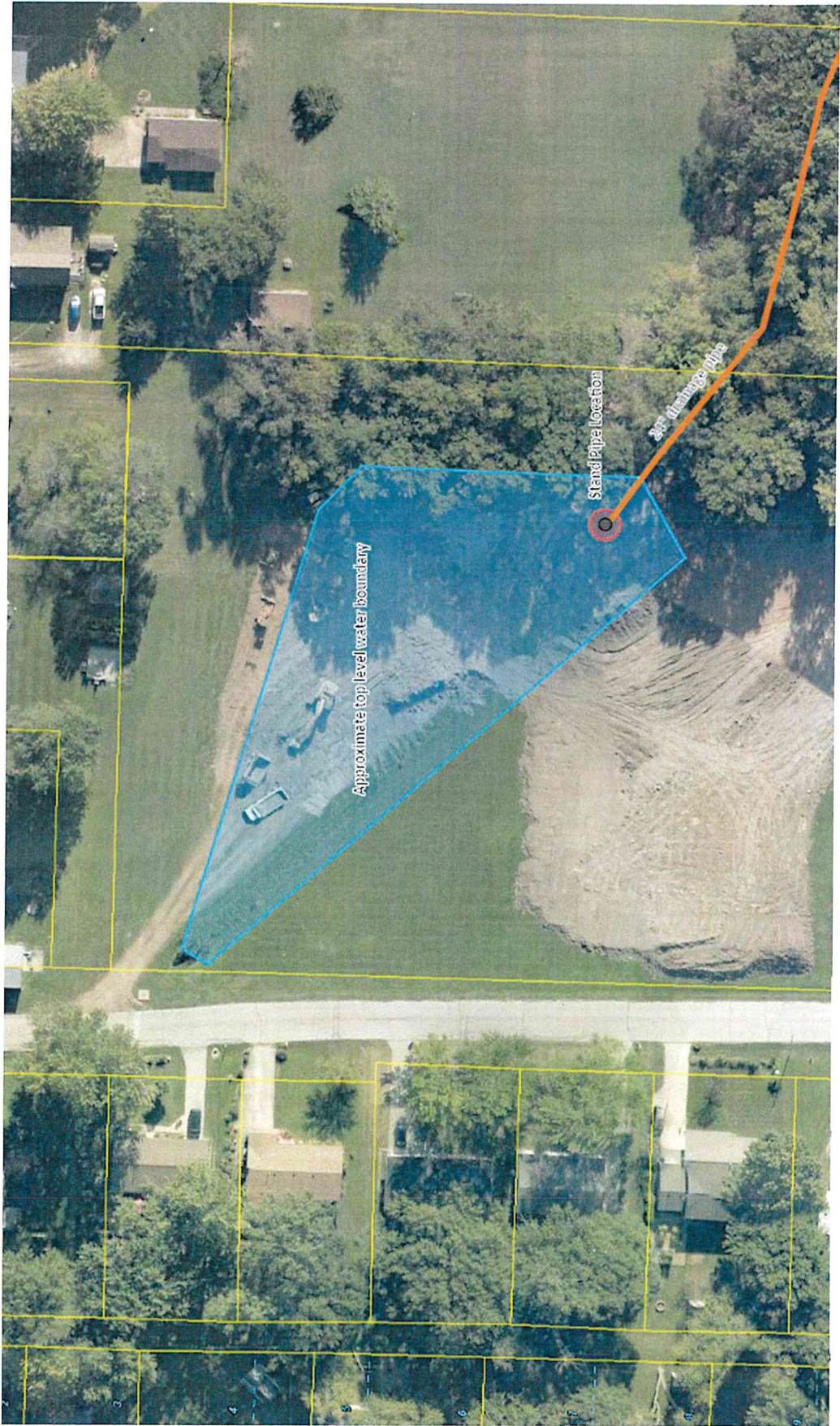
M___ S___ Jeffrey

M___ S___ Kyser

Passed

Failed

Fox Park Retention Basin





WILLIS BROS., INC.
30285 KIMBALL PLACE
MACON, MISSOURI 63552
660-385-3327/FAX 660-385-7110

Quote

September 6, 2023

City of Moberly
Tom Sanders

Install 24" Uprights at Fox Park Stormwater Retention Basin. \$2,000.00

Please call if you have any questions.

Sincerely,

Tom Willis
660-651-0935

From: Jeremy Sapp <jeremy@sappconstruction.com>

Sent: Wednesday, September 13, 2023 6:58 AM

To: Tom Sanders <tsanders@cityofmoberly.com>

Subject: Fox creek, Sep 13, 2023 at 6.46 AM

Please see the attach!

It comes out to be the almost the same money Either way you go concrete or plastic. both forms we use all the time either one would be perfectly fine for your situation!

Concrete inlet

\$12,558

PVC inlet

\$11,778.

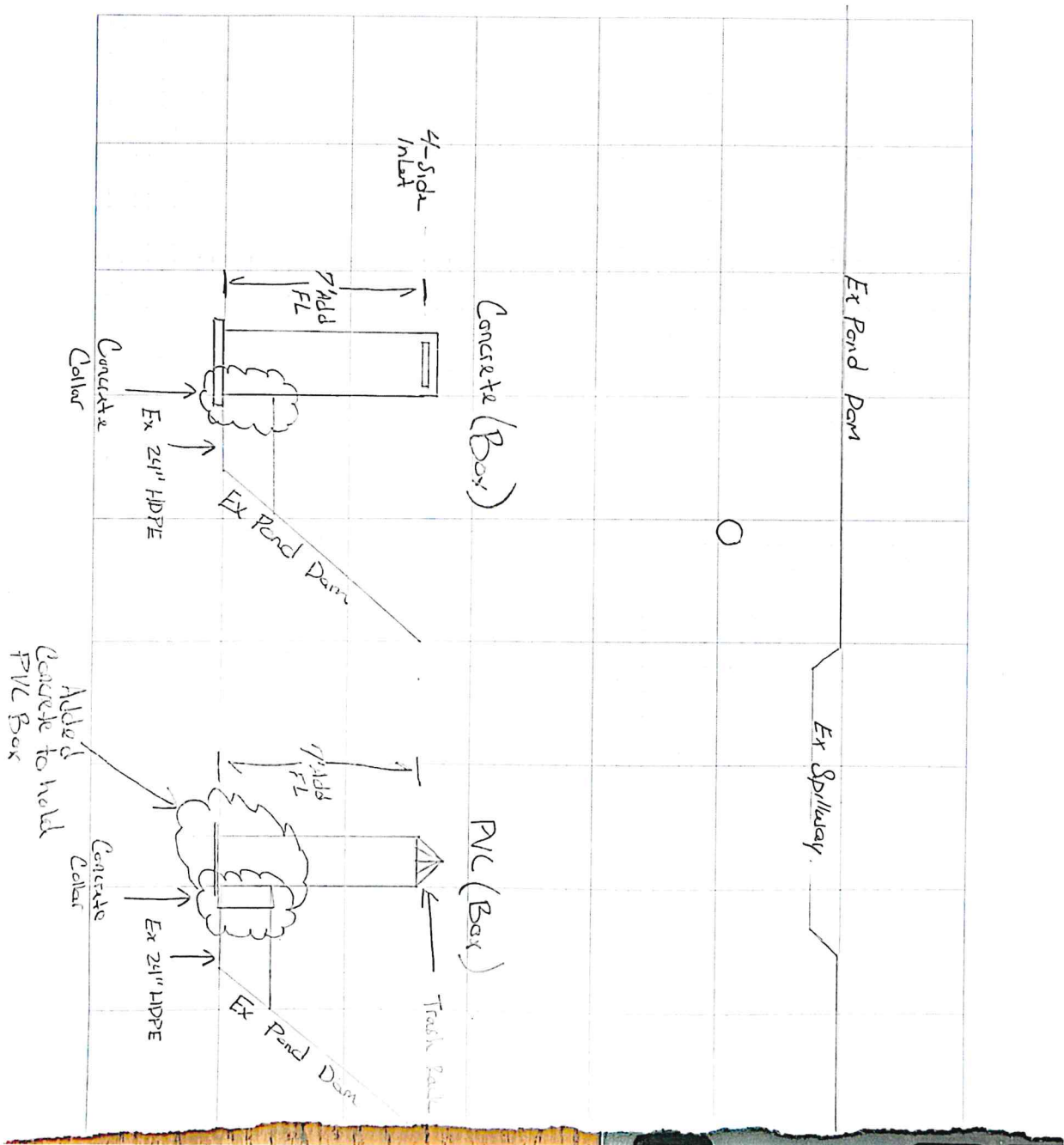
I included seeding and mulching of the little bit we are going to disturb.

It would be something that would be neat to do now everything is good and dry!

If it would help, we can do something in a couple multiple different bills different months!?

Let me know if you have any questions and how I can help! Thanks

Jeremy Sapp
Sapp Construction, Inc
573-489-3965



C.L. Richardson Const. Co. Inc.

15475 Hwy 63 South

Ashland, Mo. 65010

Contact:

Phone: 573-657-9557

Fax: 573-657-1078

Quote To:

CITY OF MOBERLY

Attn:

TOM SANDERS

Phone:Fax:

tsanders@cityofmoberly.com

Job Name:

DETENTION POND STANDPIPE

Job No:

HB23055

Date of Plans:

09/08/2023

Date of Quote:

09/13/2023

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	DETENTION POND STAND PIPE				
11	MOBILIZATION	1.00	LS	1,320.00	1,320.00
12	INSTALL PIPEING	1.00	LS	4,622.93	4,622.93
13	CONCRETE BASE	1.00	LS	613.80	613.80
	SUBTOTAL				\$6,556.73
GRAND TOTAL					\$6,556.73

NOTES:**EXCLUSIONS:**

1. Staking & testing
2. Cleanup for others
3. Removal or relocation of existing utilities in conflict with the work
4. Rock excavation
5. Seeding, mulching, fertilizing & landscaping
6. Any item not specifically mentioned in bid
7. Removal or replacement of unsuitable sub grade
8. Haul off or disposal of any controlled or regulated materials
9. Any disposal fees required
10. Traffic control
11. Site Dewatering
12. Termite control
13. Vapor barrier under building slab
14. Roof drain construction
15. Water and application for compaction
16. Maintenance or repair of erosion control devices after installation, any repair will be at the owners or governing body direction at an hourly rate
17. Footing excavation & backfill beyond that mentioned in the bid
18. Water & sanitary sewer construction
19. Winterized concrete
20. Swppp reporting

NOTES:

1. Prices are good for 15 days, any change from today's current market may require a change order
2. Bid is all or none, some breakouts maybe possible with our approval
3. Bid assumes payment within 30 days from the date of invoice, after which 1 1/2% interest will be accessed to the unpaid monthly balance.

WE PROPOSE to furnish labor and material - complete in accordance with above specifications, and subject to conditions found on this Agreement, for the sum of:

_____ dollars

Payment to be made as follows: Upon completion of project as specified above.

ACCEPTED: The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Respectfully Submitted,

C.L. RICHARDSON CONSTRUCTION

Date of Acceptance_____ By_____

By_____

By_____

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

City of Moberly

City Council Agenda Summary

Agenda Number: _____

Department: Finance

Date: October 2, 2023

WS #6.

Agenda Item: A Resolution Adopting An Update Of The City's Loss Control Manual.

Summary: An up-to-date loss control manual is a key part of the City's overall risk management program. It has been many years since the City official adopted an updated manual. This document outlines the overall risk management structure for the City, loss prevention roles, and safety best practices for all City employees.

Recommended Action: Approve the Resolution at the next Council Meeting.

Fund Name: None

Account Number: None

Available Budget \$: N/A

ATTACHMENTS:		Roll Call	Aye	Nay
___ Memo	___ Council Minutes	Mayor		
___ Staff Report	___ Proposed Ordinance	M___ S___ Brubaker	___	___
___ Correspondence	<u>x</u> Proposed Resolution			
___ Bid Tabulation	___ Attorney's Report	Council Member		
___ P/C Recommendation	___ Petition	M___ S___ Lucas	___	___
___ P/C Minutes	___ Contract	M___ S___ Jeffrey	___	___
___ Application	___ Budget Amendment	M___ S___ Kimmons	___	___
___ Citizen	___ Legal Notice	M___ S___ Kyser	___	___
___ Consultant Report	___ Other _____		Passed	Failed

CITY OF MOBERLY

LOSS PREVENTION MANUAL

(Draft September 2023)

Approved:

Tim Brubaker, Mayor

Randall Thompson, Interim City Manager

LOSS PREVENTION POLICY

It is the intent of the City of Moberly to implement a comprehensive loss prevention program. The City's employees are its most important asset and their safety is our greatest responsibility. The health and safety of all is our utmost consideration. Employees at all levels are directed to make safety a matter of continuing concern. This program emphasizes that effective loss prevention is a key part of management responsibilities and can only be effective by fully utilizing the City's available resources and enlisting the support of all personnel.

Operational activities must be reviewed to minimize exposure to personal injury and property damage. Planned operations should be reviewed to include consideration of errors which may occur. Accidents are unplanned events. Proper planning and supervision can minimize the likelihood of accidents. Accidents are preventable. The key to loss prevention is to initiate the necessary pre-planning to minimize unsafe acts, contain risks, and control unsafe conditions.

Through emphasis on loss prevention techniques, refinement of work policies and procedures, and creating a safe working environment, we will reduce injuries to our employees and prevent damage to property. All employees are responsible for compliance with the City's Loss Prevention Program as outlined in the attached manual. Employees are expected, as a condition of their employment, to adopt the concept that the safe way to complete a task is the most efficient and the only acceptable way. Safety will be included as part of the performance evaluation of each and every City employee.

The successful implementation of this program rests with each one of us. Let's rise to the occasion and make our Loss Prevention Program a complete success. Let's make it part of our daily lives as employees of the City. I look forward to working with you in this very important effort.

Randall Thompson, Interim City Manager

LOSS PREVENTION RESPONSIBILITIES

MANAGEMENT PARTICIPATION

Management's commitment to safety can only be realized by active management involvement in the safety program. Individual responsibilities in the effective implementation of the loss prevention program are outlined. Once the loss prevention policy is adopted, each department should set forth its goals and objectives in striving toward reducing losses due to preventable accidents. While some accident sequences may not be deemed preventable, the extent of the frequency or severity of personal injury or property damage may be reduced through loss prevention measures. The most effective accident prevention measures are those which have been formulated at each level of the management organization, thoroughly discussed and coordinated by all concerned, and supported by top management. The organization of safety committees within the member facilities the maximum exchange of ideas between supervisory personnel and greatly enhances the immediate implementation of policies covering hazards, identification of problem areas, and overall loss prevention promotion.

RESPONSIBILITIES DEFINED

Each municipal/utility employee shall be fully responsible for implementing the provisions of this program as it pertains to the operations under his/her jurisdiction. The responsibilities listed below are minimum and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce losses.

CITY MANAGER

The City Manager has overall responsibility for the Loss Prevention Program and its administration. Specific responsibilities include:

1. Establishing the City's Loss Prevention Program.
2. Developing in each Department Director a strong commitment to the safety program and its success.
3. Attend Safety Committee Meetings on a regular basis.
4. Review serious accidents to ensure that their causes are being investigated and that improper corrective action is taken to prevent a reoccurrence.
5. Review the necessary Loss Prevention Program to appraise its effectiveness.

RISK MANAGEMENT COORDINATOR

The Risk Management Coordinator is responsible for directing this program. Duties include:

1. Serve as Chairman of the Safety Committee. Present recommendations where necessary to the City Manager. Appoint inspection panels for quarterly facilities inspections.
2. Administer the City's Loss Prevention Program.
3. Consult directly with management personnel and employees on loss prevention matters.
4. Perform investigations to ensure that unsafe conditions or practices are identified and corrected.
5. Keep the City Manager and Department Directors informed about the status of matters affecting the loss prevention program.
6. Inspect facilities for hazardous conditions, practices, and overall program compliance.
7. Maintain an effective safety awareness program for City employees.
8. Coordinate compliance with federal, state, and local safety laws.

DEPARTMENT DIRECTORS

Each Department Director is responsible for maintaining a safe and healthful working environment. The Director is responsible for providing the work environment, work procedures, and service to the highest extent possible for the safety of City employees and the public. Each department director will:

1. Develop and support a safety program that will reduce and control accidents.
2. Appoint a Departmental representative to the Safety Committee.
3. Develop safety rules and regulations pertinent to governing the conduct of departmental activities and programs.
4. Establish and maintain a system of safety analysis and perform regular inspections.

5. Provide training and continuing safety instruction to all Departmental employees. Hold each supervisor accountable for explanation of preventable injuries, collisions, and liability incurred by departmental employees.
6. Take corrective action on unsafe conditions.

SUPERVISORY PERSONNEL

Supervisory personnel have responsibility for employee safety. This includes personnel, equipment, work area, and methods. Supervisors are responsible for the following:

1. Enforcing safety procedures that apply to their work.
2. Providing adequate training to employees under their direction.
3. Accountable for preventable injuries, collisions, and liabilities caused by his/her employees.
4. To enforce management policies.
5. Provide safety instruction to focus attention upon potential hazards, changes in work conditions or procedures.
6. Ensure that all employees are instructed in the use and need for protective equipment.
7. Continually evaluate work conditions and procedures to correct unsafe conditions and practices.
8. Investigate accidents and make certain that corrective actions are taken.
9. Ensure that safety equipment and protective devices are available for each job, are used, and properly maintained.
10. Report accidents/injuries to the Risk Management Coordinator as soon as practicable after the accident.

EMPLOYEES

Employees are required, as a condition of employment, to work safely to prevent injuries to themselves, their fellow workers, and to the public. Each employee will:

1. Promptly report to their supervisor unsafe actions, practices or conditions.
2. Cooperate with and assist in the investigation of accidents, to identify correctable causes, and to prevent their reoccurrence.

3. Promptly report to their supervisor all accidents and injuries.
4. Observe proper safety practices at all times.
5. Maintain clean, orderly work areas and equipment.
6. Not engage in horseplay.
7. Observe safety rules and adhere to published work instructions.
8. Wear protective equipment when working in hazardous operation areas.
9. Arrive at work suitably attired for their job.

SAFETY COMMITTEE

The Safety Committee will serve as an advisory body to the City Manager. It will be responsible for recommending policies and procedures affecting the administration of the loss prevention program. Membership will be comprised of the following:

1. Administration Member
2. Fire Department Member
3. Police Department Member
4. Public Works Department Member

Members appointed by Department Directors may be supervisory personnel.

The Safety Committee shall meet monthly, attendance is mandatory. Activities of the Committee shall include, but not be limited to the following:

1. Meeting minutes will be taken by a secretary chosen by the Committee. Minutes will be distributed to the City Manager, each Department Director, and to Departmental Supervisors. Minute files will be maintained in the City Clerk's Office.
2. The Committee shall recommend policies and procedures affecting the development and administration of an aggressive accident prevention program.
3. The Committee shall recommend program goals and objectives to ensure the success of this program.
4. Establish a safety guideline handbook including general rules and regulations.

5. Review data, records, and reports of safety matters. This will include review of claims filed during the preceding month and making recommendations as to how the accident could have been avoided.
6. Perform follow-up investigation of accidents and make safety inspections when appropriate. The committee will file a report to the City Manager and Department Director(s) making recommendations as to accident prevention.
7. Develop a continuing program of safety and health.
8. Prepare an annual report to the City Council concerning the programs significant activities/accomplishments.
9. Review safety suggestions presented by employees.
10. Formulate recommendations for safety material, policy and procedure changes, and equipment needs that can enhance the loss prevention program.
11. The Committee will make decisions with respect to the Safety Incentive Program.

SAFETY INCENTIVE PROGRAM

PURPOSE:

The purpose of this program is to promote safety awareness.

RULES/DEFINITIONS:

An employee is required to report all injuries to his/her supervisor, no matter how slight.

The Safety Committee will be responsible to review all accidents/incidents. A preventable accident is one in which the employee failed to do everything he or she could have reasonably been expected to do to prevent it. The Safety Committee will make classification of accidents or injuries as “preventable” or “non-preventable”.

The failure to report an accident, injury, property damage, or violation of a Safe Work procedure may result in disciplinary action. Failure to provide sufficient information on the appropriate report may result in the Safety Committee ruling that the accident was “preventable”.

PROGRAM:

The program rewards full, part-time and volunteers by maintaining a good safety record. Safety incentives are as follows:

- Employees will be treated to an annual catered dinner in December with a drawing for additional vacation days as well as other prizes.
- An employee that works safely for one year without an accident or where the Safety Committee rules an accident/incident non-preventable will be eligible for a safety award. The employee will be awarded a gift certificate to a place of business operating within the City of Moberly.

The program will be implemented on **January 1, 2024**.

TEMPORARY TRANSITIONAL DUTY

Introduction

Temporary Transitional Duty Programs have proven to be cost-effective and to contribute to the timely recovery of an employee who has been injured but still possesses the ability to work in a limited capacity. Because the City wishes to remain at the forefront of occupational health and safety, it has adopted a Temporary Transitional Duty Program for its employees.

Purpose

This policy establishes the authority for temporary transitional duty assignments and procedures for granting temporary transitional duty to eligible employees.

Policy

Frequently employees who, because of injury, illness or disability, are temporarily unable to perform their regular assignments are capable of performing alternative assignments. Temporary transitional duty can provide employees with an opportunity to remain productive and return to work before they have reached maximum medical improvement. It also provides a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of the City of Moberly that eligible personnel are given a reasonable opportunity to work in temporary transitional duty assignments if available.

Definitions

Eligible Personnel: For purposes of this policy, any employee suffering from medically certified illness, injury or disability requiring treatment of a licensed health-care provider and who, because of injury, illness or disability, is temporarily unable to perform the regular assignment but is capable of performing temporary alternative assignments.

Maximum Medical Improvement: The point when recovering from injury, illness, or disability, at which an employee has reached maximum medical improvement.

Procedures

A. General Provisions

1. Temporary transitional duty positions are limited in number and variety.

Therefore,

- a. personnel injured or otherwise disabled in the course and scope of employment shall be given preference in initial assignment to transitional duty; and
 - b. assignments may be changed at any time if deemed in the best interest of the City while keeping within the medical restrictions; and
 - c. eligibility to participate in the program will cease when the employee has reached maximum medical improvement.
2. The Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other Federal and State law remain applicable to employees accepting transitional duty assignments.
3. No specific positions within the City shall be established for use as a temporary transitional duty assignment, nor shall any existing positions be designated or utilized exclusively for personnel on temporary transitional duty.
4. Transitional duty assignments are strictly temporary and typically do not exceed 90 days in duration. After 90 days, personnel on temporary transitional duty who are not capable of returning to their original duty assignment shall:
 - a. present a request for an extension of temporary transitional duty (not to exceed an additional 90 days), with supporting documentation, to the Risk Management Coordinator, or
 - b. pursue other options as provided by the employment provision of this City or Federal or State law.
5. All City personnel on temporary transitional duty are prohibited from engaging in outside employment, in which they may reasonably be expected to perform functions for which they have been determined physically or mentally unable to perform on behalf of this City and that forms the basis for their temporary transitional duty assignment.
6. Transitional duty assignments shall not be established for disciplinary purposes.
7. Employees may not refuse temporary transitional duty assignments that are supported by and consistent with the recommendations of a City

selected physician. The City may interpret failure to accept and perform transitional duty work as a resignation.

8. When an employee has reached maximum medical improvement as determined by a city selected physician, and assessment by the City Manager will be made regarding the employee's ability to perform regular job duties of a different job with or without a reasonable accommodation.

B. Temporary Transitional Duty Assignments

1. Temporary transitional duty assignments may be drawn from a range of areas that include but are not limited to the following:
 - a. administrative projects (e.g. report review, special projects)
 - b. clerical functions (e.g. filing)
 - c. desk assignments (e.g. booking officer, bookkeeping)
 - d. communications (e.g. complaint taker)
 - e. inspections (e.g. sidewalks, street signs, buildings, equipment)
 - f. updating (e.g. MSDS at various locations)
 - g. painting (e.g. fire hydrants, park benches & equipment)
 - h. community relations (e.g. police community awareness visits)
2. Department Heads shall notify the Risk Management Coordinator or designee of any work that may be used for temporary transitional duty.
3. In addition to consideration included in A-1 of this policy, decisions on temporary transitional duty assignments shall be made based upon the availability of an appropriate assignment given the applicant's knowledge, skills and abilities; availability of transitional duty assignments; and the physical limitations imposed on the employee by the City selected physician.
4. Every effort shall be made to assign employees to positions consistent with their position and pay classification. However, where appropriate, personnel may be assigned to positions within other departments and positions designated for personnel of lower position or pay classification. Employees thus assigned shall:
 - a. retain the privileges of their rank but shall answer to the supervisor of the department to which they are assigned with regard to work responsibilities and performance; and
 - b. retain the pay grade and related benefits of the position held prior to their assignment to temporary transitional duty as controlled by the employment provisions of the City of Moberly.
 - c. for work related accidents, if the employee is not retained at the same the pay grade of the position held prior to their assignment

to transitional duty, workers' compensation temporary partial disability benefits may be available.

C. For work related accidents in which the employee is not immediately released to return to normal duty the following shall apply:

1. Immediately following treatment the employee should report to his/her supervisor their condition and return to work status.
2. At the earliest possible opportunity, the Risk Management Coordinator will discuss the case with the physician concerning the course and scope of the treatment and the ability of the employee to perform transitional duty. The Risk Management Coordinator will then discuss with the supervisor, the employee's transitional duty assignment.
3. Within the first three days following an accident the supervisor shall contact the employee and inquire as to the employee's ability to return to work.
4. If the employee has not returned to work after three days then the Risk Management Coordinator shall call the doctor and the employee to check the employee's transitional duty status.
5. If the employee is not able to return to work after three days then the employee shall call the Risk Management Coordinator to discuss the employee's transitional duty status and present the work status report provided by the treating physician, immediately following each doctor's appointment.
6. If it is determined that the employee may be medically able to perform transitional duty, the essential functions of the transitional duty shall be identified by the supervisor and reviewed with the employee.

D. Request for and Assignment to Temporary Transitional Duty for non-work conditions

1. Requests for temporary transitional duty assignments are usually completed by the employee. However, the supervisor may complete the request as described in (D-3). Requests must be accompanied by a statement of medical certification to support the requested reassignment, which must be signed by the treating physician. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restriction and an acknowledgement by the health-care provider of familiarity with the transitional duty assignment and the fact that the employee can physically perform the duties involved.

2. The request for temporary transitional duty and the physician's statement shall be forwarded to the City, who shall make a recommendation regarding the assignment to the City Manager or his designee.
 - a. This City may require the employee to submit to an independent medical examination by a physician of the City's choosing, other than the City's Workers' Compensation physician. In the event the opinion of the City selected physician differs from that of the foregoing health provider, the employee may request a third opinion at the employer's expense.
 - b. The employee and representatives of the City shall cooperate and act in good faith in selecting any third health-care provider, and both parties shall be bound by that medical decision.
3. An employee who has not requested temporary transitional duty may be recommended for such assignment by submission of a request from the employee's immediate supervisor. Such a request must be accompanied by an evaluation of the employee conducted by a competent medical authority expressing the need for temporary transitional duty or by a request/order for a medical or psychological fitness-for-duty examination.
 - a. Notice shall be provided to the employee of the proposed temporary transitional duty assignment together with justification for the recommendation.

FLEET SAFETY

PURPOSE

The purpose of the City of Moberly Fleet Safety Program is to reduce incidents of preventable accidents involving member employees who operate vehicles and equipment in performance of their duties. To make the program work, members should participate in drivers' education programs, vehicle inspections, accident reporting, data gathering and analysis.

RESPONSIBILITIES

CITY MANAGER

- Oversee the implementation of the fleet safety program.

PERSONNEL

- Determine applicants' qualifications to operate city equipment.

DEPARTMENT DIRECTORS

- Implement fleet loss control activities as required in department. Activities based on type of vehicles and job tasks.
- Scheduling defensive driver training
- Vehicle/equipment inspection
- Establish formal documented preventative maintenance schedules and records
- Determining preventability of accidents

SUPERVISORY PERSONNEL

Ensure fleet loss control activities are performed.

- Supervisor's annual review of driver's qualifications.
- Schedule employees for defensive driver training course.
- Ensure operators of specialized equipment have been certified to operate equipment.
- Schedule vehicle/equipment preventative maintenance.
- Pre-trip inspection of vehicles accomplished.

EMPLOYEES

- Report unsafe vehicle/equipment conditions.
- Report vehicle/equipment damage and accidents.

- Adhere to city regulations regarding the operation of vehicles and equipment.
- Perform pre-use inspection of vehicles.

DRIVER SELECTION

The selection of employees who will be required to drive full or part-time will be done with care. Drivers of City vehicles can be considered qualified when they meet the following criteria:

1. An application form
2. Previous employer reference check
3. Previous driving record (Motor Vehicle Record)
4. Previous experience in type of vehicle or equipment to be operated
5. Driver evaluation form

Ongoing Driver Qualification

Once a qualified driver is hired, it is essential that management take steps necessary to assure the driving employee remains qualified. Depending on the nature of the driving task and the exposure, this will include some or all of the following:

1. Annual inspection of driver license
2. Annual statement from driver detailing moving traffic convictions
3. Annual motor vehicle records check
4. Annual road observation or "check ride" to evaluate operation of equipment and defensive driving techniques
5. Defensive driving education training conducted annually

PREVENTIVE MAINTENANCE

The preventive maintenance program for City vehicles is essential. The maintenance program will include the checking of vehicles daily and monitoring to assure proper maintenance. Repairs shall be made on noted defects.

SEATBELTS USE POLICY

It is the policy of the City of Moberly, and a condition of employment, that all employees who operate or ride in city vehicles; or operate or ride in personal vehicles on city business, wear properly fastened and adjusted seat belts, shoulder harnesses, and other such similar equipment when provided in the vehicle they are operating or riding in.

Employees are required to report any malfunction of seat/shoulder belts, and to have this equipment repaired or replaced as soon as possible after its discovery. "Operating" and "riding in" are to be defined as occupying a moving vehicle.

HAZARDOUS MATERIALS

Hazard Communication Program

The intent of the Hazard Communication Program is to ensure appropriate communication is provided to the employees concerning the hazards of all chemicals stored or used by the City. This transmittal of information will be accomplished by container labeling and other forms of warning, material safety data sheets (MSDS), and employee training. Supervisors are responsible for ensuring proper labeling, the maintenance of the MSDSs, and for providing their employees information and/or training on hazardous chemicals in their work area.

A. All hazardous materials stored or used within all departments will be properly labeled as follows:

1. Identity of the hazardous chemical(s) and appropriate hazard warnings; or, alternatively, words, pictures, symbols, or a combination thereof, which provides at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.
2. Signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers may be used as long as the alternative method identifies the containers to which it is applicable and conveys the above information.
3. Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer, do not have to be labeled.

B. **A Material Safety Data Sheet (MSDS) will be maintained in the workplace for each hazardous chemical used.** Each sheet will be reviewed to ensure the following information is provided:

1. Identifiers - Tells the source of the MSDS and the name of the chemical or product (by formula, chemical family, and trade name or synonym).
2. Permissible Exposure Limits (PEL's) - Indicates the average amount of a chemical you can safely be exposed to, usually over an 8-hour shift.

3. Physical Data - Information about the chemical's appearance, smell, and physical properties (boiling point, vapor density, volatility, etc.).
 4. Hazardous Ingredients - Gives the names of hazardous ingredients in mixtures such as paints, alloys, and fluxes.
 5. Fire and Explosion Data - Tells a chemical's potential to catch fire or explode.
 6. Health Hazard Data - Lists the PEL, tells the signs and symptoms of overexposure, and gives emergency first-aid procedures.
 7. Reactivity Data - Tells how stable a chemical is and what materials it should not come into contact with.
 8. Spill or Leak Procedures - Gives steps to take if a chemical leaks or spills.
 9. Special Protection - Provides the protective equipment you must use in order to avoid exposure, and details on required ventilation.
 10. Special Precautions - Tells how to handle and store the chemical safely, and other precautions necessary.
- C. All affected employees will receive information and/or training on hazardous chemicals in their work area. This information and/or training will be provided upon the employee's initial assignment. Whenever a new physical or health hazard material is introduced into a work area the employee shall be informed about the hazard prior to its use. Information and training may be designed to cover categories of hazards (e.g. flammability, carcinogenic) or specific chemicals.
1. Information provided must include:
 - a. The requirements of this section.
 - b. Any operations in their work area where hazardous chemicals are present.
 - c. The location and availability of this written procedure, the list(s) of hazardous chemicals, and the MSDS's.
 2. Training will include at least:
 - a. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, such as monitoring conducted by the foreman, continuous monitoring

devices, visual appearance or odor of hazardous chemicals when being released, etc.

- b. The physical and health hazards of the chemicals in the work area.
- c. The measures employees can take to protect themselves from these hazards, including specific procedures implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- d. The details of the hazard communication program, including an explanation of the labeling system and the MSDS, and how employees can obtain and use the appropriate hazard information.

COMMUNICABLE DISEASES

Policy Statement

The Purpose of this policy is to provide guidelines for City Employees in preventing the contraction of communicable diseases. This policy will be augmented by individual department policies which will further delineate procedures necessary to meet departmental responsibilities without sacrificing personal safety.

Policy

- A. The policy of the City is to safeguard employees, and the public, who may come in contact with the people who have, or are suspected of having, a communicable disease.
- B. Employees are responsible for treating people fairly and humanely. When handling or assisting persons with medical afflictions, employees must be sensitive towards the person's condition and treat the person with respect.
- C. Universal precautions must be observed whenever the possibility exists of coming into contact with any body fluid.
- D. Information regarding an employee, arrest, or any person, with a communicable disease is confidential. Access to such information is limited to staff who has a legal need to know. Written consent of the individual must be obtained prior to release of information except as required by law.
- E. Each department will appoint an "Infection Control Officer", responsible for administration/implementation of this policy in the respective department.

Definitions

- A. Exposure: Any situation where the possibility exists that an individual or object may have been contaminated by bodily fluids of an individual suspected of having a communicable disease.
- B. Contamination: Physical contact with or transfer of body fluids from one individual suspected of having a communicable disease to another. The transfer of such body fluids to an item of equipment also constitutes exposure. These fluids may also be transmitted in the form of particles in the air as a result of a cough or sneeze.
- C. Body Fluids: Liquid secretions including blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, nasal secretions, sputum, saliva, sweat, tears, urine, feces, and vomitus.

D. Communicable Disease: Those infectious diseases that are transmitted through contact with the body fluids of an infected individual.

E. Infectious Disease: Same as communicable disease.

Procedures

A. Supplies

1. Each City department must maintain a supply of protective equipment for the hazards likely to be encountered.
2. Protective supplies will consist of, but are not limited to, the following items:
 - a. Disposable latex gloves.
 - b. Protective face mask that covers the nose and mouth area.
 - c. Eye protection with vapor proof side shields.
 - d. Barrier resuscitation equipment.
 - e. Containers for disposal of needles and other “sharps”.
 - f. Leather gloves for cleanup where puncture hazards exist.
 - g. Heavy duty cleans up gloves for disinfection of contaminated equipment.
 - h. Scrub brushes for use in disinfection procedures.
 - i. Protective gowns for use during treatment or disinfection procedures.
 - j. Barrier tape for isolating contaminated areas.
 - k. Sealable plastic “Bio-Hazard” bags.
3. The Infection Control Officer of each department is responsible for assuring an adequate stock of supplies.

B. Property Contamination

1. When City issued or personal property is contaminated by blood or bodily fluids, employees will disinfect the items in accordance with this policy.

- a. Full protective equipment including protective equipment, protective eyewear, protective gloves, protective gown, and protective face mask must be worn for disinfection operations.
 - b. Contaminated equipment should be washed with a soap and water solution prior to disinfection to remove excess contamination.
 - c. Contaminated equipment must be disinfected with a 1:10 solution of bleach and water.
 - d. Fluids used during disinfection procedures will be disposed of in the sanitary sewer system.
 - e. Disinfected items will be washed thoroughly and wiped with disinfection solution and allowed to air dry before being returned to service.
 - f. Items that cannot be adequately disinfected will be sealed in a "Bio-Hazard" bag and delivered to the Infection Control Officer for disposal.
 - g. Contaminated clothing must be either spot cleaned with solution or sealed in a "Bio-Hazard" bag for disposal by the Infection Control Officer."
2. If it is determined that effective disinfection is not practical the employee will be notified by the Infection Control Officer, or immediate supervisor, to submit documentation for replacement of the articles.
 - a. Documentation must include the time, date, and incident at which the articles became contaminated.
 3. A change of clothing will be made available for the employee if his personal clothing becomes contaminated.
 - a. In those departments where contamination is a daily hazard, employees are encouraged to keep a change of clothing in their work areas.

C. Vehicle Contamination

1. Disinfection procedures and equipment for vehicular decontamination is the same as those used for equipment disinfection.

- a. Whenever possible the Infection Control Officer should oversee the disinfection of the vehicle.
- b. Any excess contaminants should be disposed of in a sanitary sewer whenever possible.
- c. Clean up rags and excess contaminants must be placed in a sealed "Bio' Hazard" bag and disposed of in accordance with City Policy.
- d. Particular care should be taken when cleaning the seat, floor, or other areas where liquids may migrate.

D. Contamination of Individuals

1. A City accident report will be completed whenever an employee is contaminated, or has reason to believe he/she has been contaminated.
2. An "Exposure Report Form" must be completed by the employee detailing all information relative to the contamination situation.
3. The Infection Control Officer, or officer in command if the Infection Control Officer is not present, will direct the employee on what testing procedures will be conducted to verify/disprove contamination.
 - a. Testing to verify contamination will be conducted through Jefferson Memorial Hospital under the direction of the Occupational Medicine Program. This will be at the City's or its insurance carrier's expense.
4. Information received regarding exposure or possible exposure is confidential. It will not be disclosed to anyone other than the Department Head, Infection Control Officer, City Manager, Risk Management Coordinator, and the contaminated individual.

E. Infections Disease Training

1. City employees who face the possibility of occupational exposure to communicable diseases will receive appropriate training in their individual departments.

- a. The Infection Control Officer is responsible for developing an ongoing training program to explain the hazards present and appropriate preventative measures.
- b. The Infection Control Officer of each department will document training given and provide such documentation to the Risk Management Coordinator.

F. Immunization Program

- 1. In order to provide adequately for the safety of employees it is necessary to assure a minimum level of immunization protection for everyone.
- 2. Prior to employment, potential employees must comply with the following immunization requirements:
 - a. Complete pre-employment physical examination and drug testing with a city approved physician.
 - b. Tetanus vaccination and Tuberculosis testing will be administered at the time of the physical examine, unless documentation of current vaccination/testing is provided to and approved by the city.
 - c. If a TB skin test is deemed “positive”, the potential employee will schedule a chest x-ray with their personal physician, at their expense.
 - I. If results are provided to the City stating that the chest x-ray is “negative”, and the pre-employment physical examination and drug testing have been approved, the individual will be allowed to report to work.
 - II. If the chest x-ray is deemed “positive”, the individual will not be allowed to work until approval is received from their personal physician. Individuals who need medication will be referred to Tuberculosis Case Management and receive medication at no charge.
 - III. After appropriate follow up is completed, employees who are identified to be positive reactors will be evaluated annually for signs and symptoms and complete the “Annual Statement for Tuberculin Reactors’ through the appropriate physician for the individual’s medical personnel file.
 - d. Refusing to comply with this policy will result in ending the possibility of employment with the City.

3. All employees must comply with the minimum requirements of the City's immunization program.
 - a. Required tests and vaccinations will be provided at City expense.
 - b. Employees will receive a Tetanus vaccination at least once every ten years.
 - c. Employees will receive a Tuberculosis test every five years, unless they have previously tested positive.
 - d. Employees who have a "positive" TB skin test will be referred to their private physician for chest x-ray and evaluation for medication, at their expense.
 - I. Employees who need medication will be referred to the appropriate physician for Tuberculosis Case Management and receive medication at no charge.
 - II. If the chest x-ray is deemed "positive", the individual will not be allowed to return to work until approval is received from their personal physician.
 - III. If the chest x-ray is "negative" the individual will be allowed to return to work.
 - IV. After appropriate follow up is completed, employees who are identified to be positive reactors will be evaluated annually for signs and symptoms and complete the "Annual Statement for Tuberculin Reactors" the appropriate physician for the individual's medical personnel file.
 - e. In the event of exposure to an infectious TB case, the employee will be tested as soon as possible. If negative tuberculin testing will be repeated in three months.
 - f. Refusing to comply with this policy may result in the termination of employment.
4. Personnel having a risk of occupational exposure to Hepatitis B may receive the Hepatitis B vaccinations.
 - a. Vaccinations will be coordinated by the Infection Control Officer of each department and with the Risk Management Coordinator.
 - b. Vaccinations will be provided at no cost to the employee.

- c. Employees not wishing to receive the Hepatitis B vaccine, for whatever reason, must complete the city waiver form for Hepatitis B vaccinations.
 - d. Employees declining Hepatitis B vaccinations may receive it at a later date, if they still have the possibility for occupational exposure, should they change their mind.
5. Personnel having a risk of occupational exposure to Hepatitis A may receive the Hepatitis A vaccinations.
- a. Vaccinations will be coordinated by the Infection Control Officer of each department and with the Risk Management Coordinator.
 - b. Vaccinations will be provided at no cost to the employee.
 - c. Employees not wishing to receive the Hepatitis A vaccine, for whatever reason, must complete the City waiver form for Hepatitis A vaccinations.
 - d. Employees declining Hepatitis A vaccinations may receive it at a later date, if they still have the possibility for occupational exposure, should they change their mind.

EXPOSURE REPORT FORM**EXPOSED EMPLOYEE INFORMATION**Name: _____ Home Phone: _____

Social Security Number: _____

Address: _____
_____City: _____ Zip Code: _____
_____City Department: _____ Job Title: _____
_____**INCIDENT INFORMATION**Incident Number: _____ Date: _____
_____Incident Type: _____
_____*EXPOSURE DESCRIPTION*Exposure Date: _____ Exposure Time: _____

1. What body fluids were you in contact with?

Blood: _____ Feces: _____ Saliva: _____ Sputum: _____
Sweat: _____ Tears: _____ Urine: _____ Vomitus: _____Other (describe): _____

2. What was the method of contact:

_____ Needle stick with contaminated needle.

_____ Blood or body fluids into natural body opening (e.g., nose, mouth, eye).

_____ Blood or body fluids into cut, wound, sores, or rashes less than 24 hours old.

Please specify: _____

_____ Blood or body fluids on intact skin.

_____ Other (describe specifically): _____

3. How did the exposure occur? Be specific: _____

4. What action was taken in response to the exposure to remove the contamination (e.g. hand washing)?

5. What personal protective equipment was being used at the time of exposure?

6. Please describe any other information related to the incident. Use a separate piece of paper if needed:

SOURCE OF EXPOSURE

Name of Person (source of exposure): _____

Sex: _____ Receiving Health Care Facility: _____

Transported by: _____

Persons Physician: _____

MEDICAL INFORMATION

1. Did you seek medical attention? _____ Date: _____

If yes, where? _____

2. Did you contact Infection Control Officer? _____

If yes, give date and time: _____

Name of Infection Control Officer: _____

EMPLOYEE SIGNATURE

DATE

INFECTION CONTROL OFFICER'S SIGNATURE

DATE

COMMUNICABLE DISEASE FOLLOW-UP NEEDED? YES _____ NO _____

COMMUNICABLE DISEASE EXPOSURE FOLLOW-UP FORM

Employee Name: _____ Exposure Date: _____

Incident Number: _____ Exposure Time: _____

Exposure Source: _____

Patients Communicable Disease Diagnosis: _____

How was this diagnosis made known? Source name and phone number: _____

Date diagnosis was made known to you: _____

Has employee ever received appropriate vaccination(s)? _____ Yes ☐ _____ No ☐

If yes, which vaccination and when? _____

Please document all interaction (telephone, verbal, correspondence, or other) with employee or source (patient) treatment facility concerning this exposure:

DATE, SUMMARY OF PERSON CONTACTED, COMPANY, DISCUSSION, ETC.

**CITY OF MOBERLY
INFORMED REFUSAL FORM
FOR HEPATITIS B VACCINE**

Name (please print)_____

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to myself.

Employee Signature

Date

Supervisor's Signature

Date

CITY OF MOBERLY**INFORMED REFUSAL FORM
FOR HEPATITIS A VACCINE**

Name (please print): _____

I have been given the opportunity to be vaccinated with Hepatitis A Vaccine, at no charge to myself. However, I decline Hepatitis A vaccination at this time. If, in the future, I want to be vaccinated with Hepatitis A Vaccine, I can receive the vaccination series at no charge to myself.

Employee Signature

Date

Supervisor's Signature

Date

CONFINED SPACE ENTRY

Purpose and Policy

The purpose of this program is to establish procedures to protect City of Moberly employees from the hazards of entry into permit-required confined spaces. Under this program, the respective department will determine which spaces, will inform its employees of the existence and location of and the danger posed by such permit spaces, and establish, implement and publish a written Permit Space Entry Program which complies with the requirements of 29 CFR 1910.146.

Definitions

Acceptable Safe Level: means the atmosphere has at least 19.5% oxygen, is less than 10% of the lower explosive limit (LEL), and is below 10 PPM hydrogen sulfide (H₂S).

Atmosphere means the gases, vapors, mists, fumes and dusts within a confined space.

Attendant (is not part of the rescue team; unless he/she is an observer) means a trained individual outside the permit entry confined space who acts as an observer of the authorized entrants within the permit entry confined space keeping in continuous, though not necessarily constant, communications with them, so the attendant can immediately call rescue services if needed.

Authorized entrant means an employee who is trained and authorized by the employer or the employer's designate to enter a permit entry confined space. They must know the hazards they may face, be able to recognize signs or symptoms of exposure, and understand the consequences of exposure.

Confined space is any space which by design has limited opening for entry and exist; unfavorable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy. The term "confined space" applied at all City facilities would include, but is not limited to:

- | | |
|-------------------------|-------------------------|
| * Storm Sewers | * Boilers |
| * Sanitary Sewers | * Containerized Welding |
| * Water Storage Vessels | * Lift Stations |
| * Meter Vaults | * Air Handlers |
| * Tunnels | * Small Equipment Rooms |
| * Manholes | * Tanks |
| * Trenches | |

Entry means the action by which a person passes through an opening into a permit-required confined space, and includes ensuing work activities in

that space. It is considered to have occurred as soon as any part of the entrant's body breaks the plane of the opening into the space.

Entry permit means the written or printed document provided by the City to allow and control entry into a permit space. The content of each permit is based on the City's identification and evaluation of each hazard of that permit space, or class of spaces, and all procedures the City requires for protecting entrants from those hazards during entry. Each permit contains the information specified in paragraph (f) ("Entry Permit") of this standard.

Entry permit system means the employer's system for assuring safe employee entry into and work within permit entry confined spaces. (In accordance with CFR 1910.146.)

Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), serious injury or acute illness.

Hot work permit means the employer's written authorization to perform operations such as riveting, welding, cutting or burning, or heating that could provide a source of ignition.

Hydrogen sulfide (H₂S) is a major toxic of interest in confined space entry for sewer workers also known as "Sour Gas".

Lower Explosive Limit (LEL) is the minimum concentration of a combustible gas or vapor in air which will ignite if an ignition source is present. LEL is based on methane.

Oxygen deficient atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-required Confined Space is any space which is large enough and so configured that an employee can bodily enter and perform assigned work, has limited or restricted means for entry and exist, is not designed for continuous employee occupancy, and has one or more of the following characteristics:

- A. Contains or has the potential to contain a hazardous atmosphere;
- B. Contains a material with a potential for engulfing and entrant;
- C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section; or
- D. Contains any other recognized serious safety or health hazard.

Rescue team means a group of two or more people designated and trained to perform rescues from permit entry confined spaces in their workplace.

Retrieval line means a line or rope secured at one end to a worker's chest-waist or full-body harness, or wrestles, with the other end secured to a lifting or other retrieval device, or to an anchor point located outside the entry portal to prevent it from falling or being drawn into the space.

City of Moberly Policy

A permit-required confined space may not be entered until the following is completed:

- A. Confined space entry training has been completed and documented for all personnel involved. Schedule "F" contains the most recent training confirmation, and the personnel who have completed it.
- B. A NEED for entering the space has been determined.
- C. Pre-briefing before entering space has been conducted.
- D. Confined space entry permit has been determined.
- E. A trained rescue team is available, or on site.
- F. All appropriate protective equipment is used.
- G. All safety and air quality testing equipment is at the job site and functional.
- H. If any of the above items are not met, "THEN ENTRY INTO THE CONFINED SPACE IS PROHIBITED". Employees not following these requirements will be dealt with according to the policy manual.
- I. Entry into a non-permitted confined space will be allowed only if there are no non-atmospheric hazards present.
- J. Make available any applicable material safety data sheets (M.S.D.S.) and attach to the permit should rescue or medical personnel treating an injured entrant need to review them.

Procedures for Entry -- Permit-Required Space

A. Isolation of the Permit-Required Confined Space

All energy sources to the confined space shall be locked out and controlled. The purpose of this procedure is to ensure that employees are protected from unintended machine motion or release of an energy source when working in a confined space.

Install barriers around the opening as necessary to prevent an accidental fall-through and to protect entrants from external hazards.

Provide an attendant outside the permit space for the duration of entry operations to prevent unauthorized entry.

B. Equipment Mobilization

1. Obtain and use all ventilation equipment needed to comply with Paragraph D and air monitoring equipment needed to comply with Paragraph E.
2. Evaluate permit space conditions and perform pre-entry testing to the extent feasible before entry is accomplished.
3. Review procedures for summoning rescue and emergency services, for rescuing entrants, for providing necessary emergency services to rescue employees, and for preventing unauthorized persons from attempting a rescue.
4. The requirements for harness, lifelines, breathing air, tripods, rescue winch, and protective clothing shall be documented on the permit.
 - a. A safety harness shall be worn by all persons entering a confined space that would require a vertical lift to make a rescue. Backup lifelines shall also be attached to individuals to affect a rescue. A tripod, hoist, and retrieval winch shall be utilized.
 - b. Reliable breathing air (self-contained) shall be worn in contaminated or dusty environments, where toxic concentrations are outside the set limits or where ambient conditions are subject to change, or where oxygen concentrations may drop below 19.5 percent. In IMMEDIATELY DANGEROUS TO LIFE ENVIRONMENTS (IDLH's) breathing air shall be provided.
 - c. Supervisory personnel shall be present in situations which require the use of a SCBA.
 - d. Special protective clothing shall be consistent with the potential exposure and be specified on the confined space entry permit.

C. Ventilation

1. Proper ventilation is used to provide a positive fresh air supply to the confined space as necessary to eliminate or control atmospheric hazards prior to entry and continuously during entry.
2. The open end of the supply duct(s) should be positioned to approximately 2 feet above the floor of the confined space.

3. Ventilation equipment should be explosion proof.
4. The blower unit must be at least 10 feet from the opening of the confined space.
5. All rooms with forced air ventilation shall be ventilated 5 minutes before entering or the designated time printed on the entrance cover.

D. Atmospheric (Air) Monitoring

Testing the air in a confined space prior to entering the space is required. Entering a confined space prior to utilizing the proper equipment to ensure the air is safe to breathe is prohibited. Before an employee enters this space, the internal atmosphere should be tested, with a calibrated direct-reading instrument.

Prior to the initial entry, after each interruption and during the entire job sequence testing shall be done for oxygen content, combustible gases, and toxic gases, in this order.

1. Monitoring shall be continuous while working in the confined space and until the last entrant leaves the permit space. Employees shall be made aware that confined space incidents that result in fatalities should be preventable since 95% of them are due to just five kinds of atmospheric hazards, which are:
 - * Carbon Monoxide
 - * Carbon Dioxide
 - * Hydrogen Sulfide
 - * Flammable Gases
 - * Oxygen Deficiency
2. The air monitoring will be conducted by a trained and qualified person.
3. The first air measurement shall be made outside the confined space, near the opening.
4. A second air measurement shall be made directly at the opening to the space.
5. All subsequent measurements shall be made throughout the space with a probe or a remote sensor unit.
6. Air monitoring sequence shall be as follows:
 - a. Oxygen tests must always be made first because most combustible gas meters are oxygen-dependent. Too little oxygen may cause a low combustible gas reading. Too much oxygen, on the other hand, can cause a combustible gas meter to explode if gases and vapors are present in ignitable quantities.

- b. Combustible gases include both flammable and explosive gases and are measured next because in most cases the risk posed by fire or explosion is more immediate and life-threatening than exposure to toxic gases and vapors.
- c. Toxic gases are the final test and are extremely important, and its position in the sequence is not in any way intended to minimize the seriousness of this common confined space hazard.

Oxygen - Combustible - Toxic Atmospheres

The employee using an air monitoring unit must be properly trained in the use of the test equipment facilities with the hazards and authorized to perform the tests. This person will need to “check out” (log in date & battery strength) the instrument and check the last documented calibration date. If the meter has passed the designated calibration interval, or fails calibration, the employee must bring this to his/her supervisors’ attention. Until the supervisor corrects the “problems” with the meter, it shall be taken out of service, dated and tagged.

Meter Detection Limits

A. Oxygen

- 1. Oxygen levels shall be between 19.5% and 23.5% for entry. Oxygen levels below 19.5% shall be considered an oxygen deficient atmosphere.
- 2. Any air with less than 19.5% oxygen shall not be entered without an approved self-contained breathing apparatus (SCBA).

B. Flammable/Combustible Gases and/or Vapors:

When the oxygen level exceeds 23.5% by volume, this is known as an oxygen-enriched atmosphere and represents a serious fire hazard.

- 1. Always test for oxygen first.
- 2. The acceptable safe level for flammable/combustible gases or vapors is 10% or less of the lower explosive limit (LEL) and is below 10% per hydrogen sulfide (H₂S).
 - b. Chlorine is not combustible/flammable but a strong oxidizer; never use water around chlorine gases.
 - c. LEL for hydrogen sulfide is 4.3%.
 - d. LEL for methane is 5%.

LELS can be found in material data sheets.

3. There will be no smoking in a confined space or within 10 feet of a confined space.

C. Toxic Atmospheres:

Toxic gases can irritate skin, eyes, nose and throat. All can kill or injure the worker.

1. Toxic gases or vapors must be identified prior to monitoring. The confined spaces at the City of Moberly and sanitary sewer distribution systems owned by the constituent municipalities have a potential to contain toxic gases or vapors.
2. Entry into the permitted space shall not be attempted if the gas or vapor exceeds its specified permissible exposure limit (PEL).
3. Toxic materials may not only pose an inhalation exposure but also a skin contact hazard. The proper personal protective equipment is also necessary.

HOT WORK:

- A. A "Hot Work Permit" has to be issued to perform any hot work in a permit-required confined space. A "Hot Work Permit" means the authority's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.
- B. Hot Work operations shall not be permitted in a confined space if the atmospheric level of a combustible gas is more than 10% of the LEL or if the airborne dust, mist or fumes may present a potential explosive hazard.
- C. Gas cylinders or welding machines that are used for Hot Work operations shall be placed outside of the confined space where the work is being performed.
- D. Never take compressed gas cylinders into a confined space.
- E. A fuel supply valve and oxygen valve shall be shut off outside the confined space, and the welding torch and hose shall be removed from the confined space during lunch period, overnight or for any prolonged period that the space is unattended.
- F. All welding leads that are used in a confined space should be de-energized if work is suspended during the lunch period, overnight or for any prolonged period that the space is unattended.

Special Work Practices

Consideration shall be given to the nature of the work associated with each confined space entry permit with necessary precautionary measures specified on the permit.

1. Others in the work area shall be notified that a permit has been issued for personnel to work in a specified confined space.
2. A ground fault interrupter is required when greater than 24 volt electric tools or extension lights are to be used in confined space.
3. Compressed gas cylinders, other than breathing air, shall not be taken into a confined space.
4. Special additional ventilation and/or breathing air shall be required when cutting or welding is done within a confined space. Hoses and nozzles of cutting or welding equipment must be carefully checked before use in a confined space.

Any potential fire hazard must also be reviewed and the appropriate action taken. Should unusual operations such as welding, burning, or chemical cleaning be undertaken, prior approval of the Risk Coordinator should be sought.

5. Pneumatic tools shall be operated with compressed air only.
6. Only explosion-proof lighting is to be utilized in a confined space.
7. Open flames or smoking is prohibited in a confined space.

Entry Permit System

- A. Before entry is authorized, an entry supervisor shall authorize the entry and sign the completed permit form. (An entry supervisor may also serve as an attendant or entrant at the time of entry.)
- B. The permit will be available to the authorized entrants for their review and confirmation.
- C. The permit shall be posted at the point of entry.
- D. The permit cannot exceed the time required to complete the job, as stated in "Purpose of Entry", or exceed the shift.
- E. The entry supervisor can cancel a permit when a condition not allowed under the permit arises.
- F. Permits shall be kept on file for one year. This includes any contractor permits.
- G. A sample permit is provided in this manual.

Entry Permit

The entry permit shall identify:

- A. The permit space to be entered and the purpose, date and duration of the entry;
- B. The name of the authorized entrants, the personnel serving as attendants, and the entry supervisor;
- C. The hazards of the permit space to be entered;
- D. The measures used to isolate the permit space and/or to eliminate or control the permit space hazards; (i.e.) lockout, purging ventilating and flushing of permit spaces;
- E. The acceptable entry conditions;
- F. Results and circumstances of any pre-entry tests;
- G. Rescue and emergency services available and the means for summoning those services;
- H. The communication procedures to be used by entrants and attendants;
- I. The protective, testing, and communications equipment to be provided and used;
- J. Any additional permits needed (such as for Hot Work).
- K. Such other information as necessary to ensure employee safety;

Duties of Entrants

All authorized entrants shall:

- A. Know the hazards that may be faced during entry, including the signs or symptoms and consequences of exposure;
- B. Properly use the equipment required by the permit for safe entry;
- C. Maintain constant communication with the attendant as necessary to enable the attendant to monitor entrant's status;
- D. Alert the attendant of any warning sign or symptom of exposure to a dangerous situation or detection of a prohibited condition;
- E. Exit from the permit space as quickly as possible whenever an order to evacuate is given, an evacuation alarm is activated, the entrant recognizes a warning sign or symptom of exposure or the entrant detects a prohibited condition.

Duties of Attendants

- A. The attendant must be in constant communication with the entrant.
- B. The attendant must be able to notify THE DESIGNATED RESCUE TEAM in the event of an emergency without leaving the confined space area. This can be done either telephone or two-way radio. In the event of an emergency inside the confined space, the outside attendant must be able to send an alarm or signal to notify THE DESIGNATED RESCUE TEAM.
- C. If a spill, fire or other incident should occur which may affect the attendant or those inside the confined space, the entrants in the space must be informed to leave the space.
- D. The attendant must be familiar and know the potential hazards of the permit space and the signs, symptoms, consequences and behavioral effects of exposure.
- E. The attendant must keep an accurate count of entrants.
- F. The attendant must monitor both inside the confined space and outside the space and order evacuation under appropriate conditions.
- G. The attendant must be familiar with proper operation of non-entry rescue equipment such as retractable tripod, winches, etc.
- H. The attendant is restricted to non-entry rescues and must remain outside the confined space until relieved by another attendant.
- I. The attendant must summon rescue and other emergency services as soon as the attendant determines the need for assistance.
- J. The attendant must take appropriate action when unauthorized persons approach or attempt to enter permit space.

Duties of Entry Supervisors:

The Entry Supervisor shall:

- A. Know the hazards that may be faced during entry including the mode, signs or symptoms and consequences of exposure;
- B. Verify that all tests specified in the permit have been conducted and that all procedures and equipment specified in the permit is available and in place before enforcing the permit and allowing entry to begin.
- C. Review and re-evaluate entry conditions at appropriate intervals and upon transfer of responsibility to determine that acceptable entry conditions have been maintained.

- D. Terminate the entry and cancel the permit when the entry operations covered by the permit have been completed or a condition not under the permit arises in or near the permit space.
- E. Verify that rescue services are available and that the means for summoning them are operable;
- F. Remove unauthorized individuals who enter or attempt to enter the permit space.

EXCAVATION/TRENCHING

The following policies/procedures/rules shall be followed by all City of Moberly supervisory personnel during all excavations/trenching operations. Each supervisor is responsible for training his/her employees in company safety policy concerning excavation. Employee training aids are contained in Appendix I.

DEFINITIONS

Excavations any manmade cavity or depression in the earth's surface, including its sides, walls, or faces formed by earth removal and producing unsupported earth conditions by reasons of excavation.

Trench a narrow excavation made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench is not greater than 15 feet.

Benching a method of protecting employees from cave-ins by forming the sides of an excavation in one or a series of horizontal levels or steps usually with vertical surfaces between.

Shield a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within a structure.

Shoring a structure such as a metal, hydraulic, mechanical, or timber system that supports the sides of an excavation to prevent cave-ins.

Sloping forming the sides of an excavation so as to prevent cave-ins by sloping the sides to an angle not steeper than one and one half horizontal to one vertical (34 degrees measured from the horizontal).

GENERAL REQUIREMENTS

- a. Remove or support any surface encumbrances that are hazardous to employees
- b. Determine the location of any underground utility or other installations that may be encountered during excavation. Support or remove these installations as necessary for employee protection.

- c. Structural ramps for access/egress shall be designed by a competent person, and shall use walking surface treatments to prevent employee tripping and slipping. Stairways, ladders, or ramps shall be located in trenches more than 4' deep so as to require no more than 25' of lateral travel.
- d. Provide employees exposed to vehicular traffic with high visibility vests.
- e. Do not permit employees to get underneath loads handled by lifting or digging equipment. Employees shall stand away from vehicles being loaded/unloaded to prevent being struck by spillage or falling materials.
- f. Provide a warning system for mobile equipment operators who cannot see the edge of the excavation: barricades, hand/mechanical signals, logs.
- g. Prevent employee exposure to oxygen deficient or hazardous atmospheres in excavations by providing atmospheric testing, ventilation, and respiratory protection equipment as appropriate. Have emergency rescue equipment available where hazardous atmospheres exist.
- h. Do not allow employees to work in excavations where there is accumulated water or it is accumulating unless adequate protection is used, such as shielding/support against cave-ins, dewatering methods, or safety harness/lifeline.
- i. Use shoring, bracing, or underpinning to ensure stability of structures adjacent to the excavation.
- j. Protect employees from loose rock or soil falling or rolling from an excavation face by removal of material or installing protective barricades. Protect employees from materials falling or rolling into excavations by keeping soil and other material and equipment at least 2' from the edge of the excavation or by use of retaining devices.
- k. Conduct inspections daily, or more frequently if conditions warrant, for evidence of possible cave-ins, protection system failures, hazardous atmospheres or other hazardous conditions. Correct conditions as necessary.
- l. Provide walkways or bridges if employees must cross over excavations. Include standard guardrails if the public must cross over. Provide barricades or other protection against falling into excavations.

PROTECTIVE SYSTEM REQUIREMENTS

Each employee in an excavation shall be protected from cave-ins by an adequate protective system except when:

- Excavations are made entirely in stable rock; or
- Excavations are less than 5 feet in depth and examination of the ground by a competent person provides no indication of potential cave-in

Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

The slopes and configurations of sloping and benching systems shall be selected and constructed by the employer or his designee.

Members of support systems shall be security connected together to prevent sliding, falling, kick outs, or other predictable failure.

EXCAVATION SAFETY RULES

1. Excavations must be barricaded to protect pedestrians and vehicles and proper access provided.
2. Spoil dirt may be used to barricade one side of a ditch or similar excavation - all dirt must be piled at least 3 feet back from edge of the excavation (and must be at least 3 feet high when used as a barricade).
3. Barricade excavation areas before "Hole Is Opened" or ahead of work progress.
4. Excavations must be sloped or shored when deeper than 5 feet.
5. Check all excavation walls before entering and after a heavy rain or thaw. Check shoring daily or more often in extremely wet weather.
6. An excavation safety/checklist is required before entering an excavation when deeper than 5 feet is included in this manual.
7. Nobody is permitted in an excavation when equipment is working next to the edge.

EXCAVATION/TRENCHING CHECKLIST

	*	Remove/support surface encumbrances.
	*	Determine location of underground utility or other installations.
	*	Structural ramps designed with surface treatments to prevent tripping/slipping. Stairways, ladders, and ramps located in trenches more than 4' deep designed w/no more than 25' of lateral travel.
	*	High visibility vests provided.
	*	Instruct employee to stand away from vehicles handling, lifting or digging equipment while being loaded/unloaded.
	*	Warning systems such as barricades, hand/mechanical signals, logs, etc., provided for mobile equipment operator.
	*	Provide atmospheric testing, ventilation, and respiratory protection equipment.
	*	Provide adequate protection in work area where water has accumulated during excavations, i.e. shielding/support against cave-ins, dewatering methods, or safety harness/lifelines.
	*	Shoring, bracing, or underpinning used to ensure stability of structures.
	*	Employees protected from loose rock or soil falling or rolling from an excavation face by removal of materials or installing protective barricades.
	*	Daily inspection conducted.
	*	Walkway or bridge provided for crossing over excavations. (Standard guardrail included if used by public.)
	*	Excavation made entirely in stable rock.
	*	Adequate protective system provided in excavation to protect from cave-ins.
	*	Protective system has capacity to resist all load without failure that are intended or could be expected to be applied or transmitted to the system.
	*	Slopes and configurations of shoring and benching systems selected/constructed by employee.
	*	Support systems security connected together to prevent sliding, falling, kickouts or other predictable failure.
	*	Barricades provided for excavation areas. Spoil dirt may be used to barricade one side of a ditch or similar excavation (must be 3 feet back from edge and at least 3 feet high).
	*	Excavation area barricaded before hole is opened or work progresses.
	*	Do not enter an excavation when equipment is working next to area.

TRENCHING & EXCAVATIONS FIELD CHECK-LIST

Before Trenching or Excavation

CHECK:	Soil conditions or other material to be dug.
CHECK:	Proximity to utilities, buildings and sources of vibrations.
CHECK:	Owners of utilities, service, or transmission piping, etc., and arrange for shutdown or relocating of facilities, if necessary.
CHECK:	For previously disturbed ground.
CHECK:	For trees, boulders, or other employee hazards.
CHECK:	Adequacy and availability of all equipment, including personal protective gear, shoring materials, signs, barricades, and machinery.

During Trenching or Excavation

CHECK:	For changing ground conditions; particularly after rainfall.
CHECK:	For possible oxygen deficiency or gaseous conditions.
CHECK:	Adequacy of shoring and/or sloping as work progresses.
CHECK:	For maintenance of entrance and exit facilities.
CHECK:	All sheeting, bracing, shoring and underpinning.
CHECK:	For changes in vehicular and machinery operational patterns.

After Trenching or Excavation

CHECK:	Depth of trench or excavation, its sloping and shoring.
CHECK:	Sloping of banks, sides and walls in relation to depth of cut, water content of soil; vibrations.
CHECK:	Entrance and exit facilities.
CHECK:	Location of heavy equipment – power shovels, derricks; trucks.
CHECK:	That excavated material is two feet or more from edge of opening.
CHECK:	The adequacy of portable trench boxes or trench shields, if used.
CHECK:	For correct positioning of cross braces or trench jacks to prevent sliding, falling, or kickouts.

EXCAVATION AND SHORING

Shoring is employed in many construction operations. Excavation shoring, as concerns building excavations and trenches, is intended for the protection of workmen and property, and often the general public as well.

Men working in excavations must always be aware of the fact that much of their safety depends upon themselves. Even though there is a daily inspection of bracing systems, certain conditions may arise suddenly that come to the attention only of the man on the job. You must be able to recognize dangers when you see them, and report them before they cause injury to yourself or those around you.

Accidents such as falls or being struck by objects in and about excavations and trenches often result because workmen fail to follow the safety instructions that have been given them.

Shoring presents problems and hazards. That is another of the reasons why safety education has become so important in the field of construction.

One of the major purposes of shoring is to protect you while you work in the excavation. Bracing systems are intended to prevent sliding, slipping, caving, squeezing, or any other movement of the face of the excavation that could endanger men in the excavation.

At times, soil conditions make it possible to slope excavations, but in many cases the sides must be supported by shoring. Regular physical inspection should be made of faces and banks where there may be loose materials. Any surface with dangerous material should be scaled. Workmen should not work one above another where there is a danger of falling rock or materials.

Shoring of adjacent buildings may be necessary when their walls are weakened by excavation. Sidewalks, if undermined during construction, require shoring for the protection of the public and the men working below.

Always make use of stairways, ramps or ladders when you enter or leave an excavation. Climbing or jumping is hazardous.

Because shoring is often subjected to considerable pressures, it demands regular inspection. Every workman engaged in excavation must take the responsibility of helping to check on shoring because your own safety is at stake. If you detect any unusual conditions you must report them immediately.

When using screw jacks in shoring, be careful of them slipping and throwing you forward with jacking in order to reduce the hazards due to failure or slipping of jacks.

In general, you should not work under structures or other objects that are supported by jacks alone.

Operators of equipment and all workmen on excavations must be alert to the danger of shoring and walls being struck by swinging loads.

TRENCHING OPERATIONS

Trenching operations account for many injuries. Accidents can happen to men working in trenches, to other workmen as a result of excavated materials, and to men working in the vicinity of trenches.

As is the case with most accident situations, a few simple precautions take most of the risk out of trench construction.

First of all, men working in trenches must have hard hats and should wear sturdy shoes.

Men should be safely spaced out in a trench unless there is a necessity of working together. They should also stay out of the immediate area of excavating equipment, and not work ahead of the shoring.

Workmen are sometimes injured by slides of earth or rock into the trench in which they are working. All excavated materials should be placed a safe distance back from the edge of the trench. Men should check with their supervisor for instructions as to how far back material should be placed.

Even when this is done, large heavy objects can roll or slide down the incline and into the trench. Tools and rocks should either be placed on the outer slope of the excavated materials, or else on the other side of the trench if the surface is flat.

When men are working on hard surface roads where a flow of traffic is being maintained, it is important that small stones be removed off the road. Stones are sometimes thrown with great speed by the tires of passing cars and can cause serious accidents.

Broken arms and legs and other injuries can result when workmen fall into construction trenches. They result because men fail to look where they are going, when they walk too close to the edge, or when they attempt to leap across the trench.

Rocks and tools thrown near the edge are not only a hazard to men working in the trenches, but can cause falls into the trench by men walking on the surface.

Use extra care in venturing near the edges of trenches and other excavations when the weather is bad and there are icy or muddy conditions.

TRENCH EXCAVATION

A necessary consideration in the planning of sewer, pipeline and similar subsurface work by the area cover (trench and backfill) method is preventing trench wall cave-in and soil movement. Either or both may result in death of serious injury to workers, plus damage to adjacent structures, utilities, and facilities.

1. The hazards of trench excavation are:
 - a. Death by suffocation or crushing when falling soil buries a worker.
 - b. Materials falling on a worker in the trench.
 - c. Falls of persons when climbing into or out of the excavation.
 - d. Men working too close together.
 - e. Stumbling over equipment or excavated material or falling into the trench.
 - f. Encountering toxic, irritating or flammable gases.

2. Caving of side walls is the worst hazard. Most accidents of this type occur because:
 - a. Taking a chance without shoring; or inadequate shoring in an attempt to reduce cost.
 - b. Inadequate knowledge of the shoring necessary or misjudgment of soil stability.
 - c. Failure of apparently adequate shoring due to unexpected or transient loads superimposed on the shoring structure or ground surface at the edge of the trench, or from vibration due to traffic.
 - d. Use of defective shoring material.
 - e. Failure to maintain shoring properly after changes incidental to operations, or after damage by washouts or heavy rains.
 - f. Failure to place removed soil at a safe distance from the edge of the excavation.
 - g. Undercutting of trench walls by trenching machines not properly leveled.

3. Proper sheeting and bracing (shoring) will prevent both cave-in and probable soil movement.

4. Proper trench shoring cannot be reduced to a standard formula. Each job must be treated as an individual problem, because of the variable conditions existing in each job. Some of the important factors to be considered in planning the job are:
 - a. *Nature of soil structure.* Soil structure varies from hard rock at one extreme to soil containing sufficient water to produce hydrostatic pressure. Hard rock may contain faults in strata which make it unstable when cut through. Normal moisture content in soil affects its stability; possible variations in moisture content must be considered in determining margins of safety. Sandy soil, or soil which has been back-filled, is very unstable and usually requires tight sheeting where the trench depth exceeds four feet.
 - b. *Fluctuating weather and moisture conditions.* Rainfall, freezing and thawing, overflow of adjacent streams, storm drains, or sewers, and melting of snow all produce change in the condition of the soil that should be considered. Water from any source probably will increase the rate of seepage, and may reduce the cohesion of the soil or swell the soil thereby increasing the pressure on the sheeting and bracing. A trench in frozen ground may be safe with little or no sheeting; thawing may cause the entire bank to cave.
 - c. *Proximity of other structures or sources of vibration.* Shoring not otherwise necessary may be needed to prevent dislocation of foundation soil or structure of an adjoining building, or of curb lines, trees, or utility poles. Also to be considered is vibration which may arise from machine operations (as from punch presses or forging hammers) in nearby buildings, passing vehicular or railway traffic, or blasting. Equipment used on the job (such as material trucks, pile drivers, air spades, or power ramrods) may also produce vibration which should be considered in planning shoring.
 - d. *Trench dimensions.* As width of the trench increases, the cross braces or struts must be increased in cross-section to maintain the necessary rigidity. Remember that with soil possessing sufficient cohesion to act as a solid, the side pressures reach a maximum at a point slightly higher than one-half the depth of the cut... and with dry granular and saturated soils, the side pressures increase in proportion to the depth of the excavation.
5. Standard shoring tables are available in any safety manual, and should be consulted before excavation begins. Greater factors of safety should be provided as required by job conditions. Heavier than minimum sizes of

materials will usually be required if the trench is to be kept open for a considerable period.

EXCAVATIONS

Excavations are still considered amount the most hazardous of Construction operations. Almost all injuries and deaths that occur in trenching or excavation work are the result of ignorance or disregard of a few basic safety rules. Take a moment and think about the most commonly violated safe work practices. For example:

1. According to OSHA, when must a trench or excavation be supported by shoring, sheeting, bracing or sloping? (Answer) Five feet or more – when the soil is particularly unstable or when workers will be working with their heads below the ground surface level such as working on hands and knees.
2. What is the minimum distance excavated material may be piled from the edge of the excavation? (Answer) 24 inches. Furthermore, materials such as pipes, rounded boulders, etc., should be adequately secured so that they will not roll into the trench.
3. What is the maximum distance a worker should have to travel to reach a ladder leading out of the trench? (Answer) 25 feet, and the ladder should extend three feet above the ground level surface.
4. What is the “Angle of Repose”? (Answer) The greatest angle above the horizontal plane at which excavated material will lay without sliding.

5. Do sources of vibration such as nearby vehicles, heavy equipment, railway traffic, blasting or pile drivers materially affect soil stability? (Answer) Yes. Vibrations are a frequent cause of cave-ins.
6. When the slope of the excavation approximates the angle of the excavated material, is it reasonable to assume the excavation is a safe work area? (Answer) Generally yes.
7. The usual compliance time to correct an unsafe excavation condition is: 1. 1 day, 2. 3 days, 3. At Once, 4. 5 days? (Answer) #3 – at once.
8. Equipment working near high voltage electric power lines shall have a clearance from the point of operation to lines of at least: 1. 6 feet, 2. 15 feet, 3. 20 feet, 4. 10 feet? (Answer) #4 – 10 feet.
9. What is the most common cause of trench and excavation cave-ins? (Answer) Inadequate shoring in an intent to cut cost or save time.
10. What is the only safe procedure to follow when installing or removing shoring systems from trenches or excavation? When installing shoring, always work from the top down. Such installation should closely follow the digging. When removing shoring systems, work from the bottom up. Jacks or braces should be released slowly and, in unstable soil, ropes should be used to pull out the jacks or braces from above after the men have cleared the trench.

In summary, proper trench shoring cannot be reduced to a standard formula.

Therefore, each job must be treated as an individual problem because of the variable conditions existing on each job. Whenever “things do not look right”, the workers should immediately leave the trench and discuss the situation with the foreman.

SEWER BACKUP POLICY

- A. The City of Moberly will investigate all sewer backups immediately upon notice to determine the cause of the overflow and identify any corrective action.

- B. In the event of a sewer backup the City shall immediately advise the homeowner of the following emergency procedures to take to protect his or her property and minimize any damage. Always remind the homeowner that he or she has a personal duty to protect their own property, regardless of who pays for it.
 - 1. Notify the City of the backup (the city will notify its insurer).
 - 2. The homeowner shall contact their insurance agent for guidance on submitting a claim to their insurer.
 - 3. Photographs should be taken of the backup both prior to and after removing the water and sewage.
 - 4. All water and sewage should be immediately removed from the basement.
 - 5. Remove all wet rugs, clothes, boxes, and other items from the basement area.
 - 6. A professional carpet cleaning service should be called immediately to extract the water from the carpet, and then clean and deodorize the carpet.
 - 7. If the water was high enough to involve a motor on a furnace or electrical appliance, a reputable repair service should be called in to remove the motor and have it dried. In most cases a motor can be dried without incurring any damage to the motor.
 - 8. All concrete floors or tile floors should be washed down with fresh water, and then washed with a strong germ killing and odor killing solution.
 - 9. All items such as sewing machines, typewriters, and etc. that have finely machined parts should be taken immediately to a repair facility so that they may be cleaned and oiled.
 - 10. All items contained inside a wet box should be removed and dried, and the boxes thrown out.
 - 11. All wood furniture and wood items should be thoroughly dried and wiped with an oil base wood polish.
 - 12. All wet paper items should be removed from the basement and stored outside or disposed of depending on the value.

13. The basement area should then be properly dried through ventilation, use of floor fans, and a dehumidifier if available. Floor fans and dehumidifiers can be rented from a local rental shop.
14. Instruct the homeowner to stop at that point and contact their insurance carrier or the City's insurer concerning inspecting the remaining damage, if any, and obtaining further instructions with regard to repair or replacement. DO NOT throw anything out, except for inexpensive paper products until the insurers have had a chance to inspect them.
15. Should the homeowner refuse to cooperate with these emergency measures, the homeowner should be informed that if damage occurs as a result of their delay, that portion of their loss will not be covered. By law, the homeowner has the duty to minimize the damage regardless of the fault or who is paying for the loss.

Following notice received by the City, a log entry will be completed and notice will be forwarded to the sewer department. Upon arrival at the site, procedures will be undertaken to determine if the overflow is a result of blockage of the city main.

If the city main does not appear to be blocked then the line shall be inspected using the sewer camera with the results recorded. The homeowner shall be immediately contacted and informed that the blockage is not in the city main. The homeowner may watch the video taping process if they so desire. **Under no circumstance will the city employees attempt to clean the residential service line.** A report shall be completed of the incident with the actions taken noted and the video tape number listed.

If the city main is found to be blocked the city will take photographs of the interior in any and all effected houses prior to and after reopening the main. Appropriate methods to identify and remove the blockage shall be undertaken. A screen shall be inserted into the downstream manhole to retrieve and remove any material dislodged. The main shall then be cleaned and inspected through the use of a camera to determine that it is fully cleaned and in satisfactory condition. Repeated cleaning shall be conducted as necessary until the line is found to be fully cleaned. A report shall be completed of the incident with the actions taken noted. The cause of the blockage shall be identified (i.e., root growth, grease buildup, foreign object) and any contributing factors listed (i.e. cracked, damaged or collapsed pipe, offset bell, intruding connection, insufficient slope etc.). The appropriate, reasonable method to prevent reoccurrence shall also be listed (i.e. replace pipe, repair connection, etc.). In the event of a grease build up or a foreign object in the line then actions shall be taken to determine the source. The line shall be placed on a routine preventive maintenance schedule until the corrective actions can be taken to prevent reoccurrence.

All reports shall be forwarded to MIRMA within two days for claims processing. Any additional information shall be provided, even if there has been a significant amount of time between when the claim was reported and when the new information was learned. Even if the claim has closed, we may still have subrogation possibilities.

LOCKOUT/TAGOUT PROGRAM

DEFINITIONS

Electrically Powered Equipment includes that driven directly by air, gas, oil, water, or steam under pressure, internal combustion engines, or similar energy sources that are not directly adaptable to electrical shut down.

Lockout is the act of padlocking and tagging a switch, lever, valve, gate, or other isolating device in the “off” position. An isolating device is an electric circuit breaker, a disconnect switch, a manually-operated switch or valve, a slide gate, a slip blind or a “figure 8” blind for blanking off piping or similar device. Most isolating devices have a lockout means built in. However, some may require modification before locks can be used. A lockout means shall accommodate more than one padlock so that if more than one employee or craft is working on the equipment, each can use its own padlock for absolute protection.

Tagout is the act of placing a switch, lever, valve, gate or other isolating device in the “off” position and affixing a tag to the device that warns others to leave it alone. A tag similar to the one shown in figure 1 should be affixed to the isolating device in question by a string, wire, or adhesive. The tag should be placed in a conspicuous location and should be placed in such a manner that it effectively blocks the starting mechanism which would cause hazardous conditions should the equipment be energized. It should be understood, however, that tagout alone does not offer the positive protection of lockout and tag, and therefore, when possible, the lockout procedure should be used.

PREPARATION FOR TAGOUT OR LOCKOUT

Employees should always be certain that the correct isolating device has been locked out and tagged. Some equipment necessarily has more than one disconnecting device which must be opened to complete the de-activation electrically and mechanically. The main disconnect devices for machinery should be clearly identified so that it is unnecessary to trace shafting or wiring. Any time the employee is not certain which device controls the equipment; he should check with his supervisor for positive direction. This is doubly important when devices are remote from the equipment, or on master panels containing several devices. If the installation is a complex one with remotely located disconnecting devices, pre-planning will be necessary. Under these circumstances and when any uncertainty exists, the employee should consult with his/her supervisor and obtain complete agreement on the plan procedure. It is also extremely important that any changes in function or circuitry be immediately shown on the circuit diagram or machine drawings to facilitate lockout procedure.

RED TAGGING UNSAFE EQUIPMENT

When equipment does not meet federal, state, or local safety standards, it will be considered to be unsafe. Once equipment is identified as unsafe, it will be removed from service and red tagged. Perform the following steps:

Inform the operator of the unsafe condition.

Inform the supervisor directly responsible for the equipment in question.

Affix the red tag to the master key for maximum visibility. Be sure the tag is filled out properly.

The red tag will remain in place until the unsafe condition is corrected, re-inspected, and logged.

The red tag is then removed by the supervisor, but only after a completed inspection.

GENERAL LOCKOUT AND TAGOUT PROCEDURES

The following general lockout and tagout procedures are recommended for electrically-powered equipment and mechanically-powered equipment. Mechanically-powered equipment includes that driven directly by air, gas, oil, water, or steam under pressure, internal combustion engines, or similar energy sources that are not directly adaptable to electrical shut down.

1. Notify the supervisor in charge of the equipment of the proposed work and obtain his/her approval.
2. Shut down the equipment by normal stop procedure (depress STOP buttons, open toggle switches, shift lever, operate valve, etc.)
3. Turn main disconnect switches or circuit breakers or mechanical isolating device such as a valve, lever, etc., to the safe position.
4. Lockout (tag and padlock) or tagout the switch in the "off" position for the mechanical isolating device in the safe position using the "danger-do not start" tag. Each person must perform his/her own personal tagout or lockout, and this applies even though someone else may already have taken the equipment out of service. If the equipment or machinery has not already been tagged by another group or individual, it should be done at this time. This tag should remain in place until the equipment is ready and safe to return to service.

5. After lockout, try the disconnect or switch handle or the mechanical isolating device to make certain it cannot be moved the “on” position. After either tagout or lockout, try the machine’s start controls to make certain the main switch is open, or the isolating device has shut down the equipment. When electrical work is involved, blade opening must be verified visually or by phase-to-phase and phase-to-ground meter readings.

TAG AND LOCK LOW AND MEDIUM VOLTAGE

When working on equipment that operates on low voltage (0 to 660 volts) or medium voltage (661 to 1000 volts), it shall be tagged and locked to prevent accidental starting, which might cause injury or death. Only properly trained and qualified personnel may work on electrical circuits or equipment. Before starting work, perform the following steps:

1. Inform the operator of what is to be done.
2. Make sure you place the tag and lock on the proper switch before beginning work.
3. Insure that the equipment cannot be placed in operation without your knowledge and permission.
4. The equipment to be worked on must be locked out at a primary power source.
5. The tag shall include the name of the person doing the work, the date, and reason.
6. Everyone is equipped with their own locks and tags. Only the person who locks and tags the equipment can remove it.
7. *Never* remove another person’s lock or tag. If your shift ends before completing their job, your lock should only be removed after the equipment has been secured by another lock and tag.
8. If more than one person is working on a piece of equipment, each person shall have their own lock and tag on it.

TAG AND LOCK MECHANICAL

When working on equipment, it shall be tagged and locked to prevent accidental starting, which might cause injury or death. Before starting work, perform the following steps:

1. Inform the operator of what is to be done.
2. Make sure you place the tag and lock on the proper switch before beginning work.
3. Insure that the equipment cannot be placed in operation without your knowledge and permission.
4. The equipment to be worked on must be locked out of a primary power source. The tag shall include the name of the person doing the work, the date and reason.
5. Everyone is equipped with their own locks and tags. Only the person who locks and tags the equipment can remove it.
6. *Never* remove another person's lock or tag. If your shift ends before completing the job, your lock should only be removed after the equipment has been secured by another lock and tag.
7. If more than one person is working on a piece of equipment, each person shall have their own lock and tag on it.

SPECIFIC PRECAUTIONS

1. No one other than electrical or other authorized personnel should open an enclosure to operate a disconnect device therein.
2. Push buttons, toggle switches, pressure switches, limit switches, and similar devices should not be considered as lockout or isolating devices.
3. Pulling a fuse alone should **never** be used as a substitute for lockout or tagout. A pulled fuse is no guarantee that the circuit is dead; there is nothing to stop someone from replacing the fuse. Where one main switch feeds several motors, however, and each motor is separately fused but not switched, de-energizing the main switch might shut down equipment unnecessarily. In such a case, tagout can be accomplished by removing the fuse and disconnecting, taping, and lagging out the wires from the load side fuse clips.

4. When locking out mechanically powered equipment, particular attention must be given to residual air, gas, steam, water, or oil pressure in lines, accumulators, and cylinders. Operating a valve might result in unexpected cycling of equipment with consequent chance of injury to personnel or equipment danger.

RESTORATION OF EQUIPMENT TO SERVICE

When the worker is certain that the job is complete, and that the equipment is safe to operate, he should remove his padlock and/or the white personal danger tag. An individual should **never** permit anyone else to remove his personal danger tag. If he leaves the job before the work is complete, and someone else is carrying on the repair, he should remove his padlock and/or personal danger tag only after the relieving individual has placed his padlock and tag on the effected equipment.

There may be times when the person who has tagged out or locked out equipment may not be available when the equipment must be started. In such circumstances, a maintenance supervisor who has a thorough knowledge of the process and equipment and who has investigated all circumstances, related to the tagout or lockout, particularly from the viewpoint of personnel safety, can remove the danger tags or locks for his particular crafts. The supervisor shall be responsible for communicating such action to those crafts.

LOCKOUT CONTROL

The following general rules are adopted regarding locks and their use:

1. Effective lockout control can be maintained only by constant supervision and by training employees in the safe routine.
2. For identification, locks should be numbered and painted various colors to identify the user and the department.
14. To make lockout systems operable, the city departments should buy either equipment with built-in locking devices or equipment designed for the insertion of padlocks. In older facilities, it may be necessary for the respective departments to construct attachments to which can be extended and locked in position to prevent operation of control handles can be devised as isolating devices.
14. Only locks made by a reputable lock company should be used by

maintenance workers. Key operated locks are preferred over combination locks. No two locks should be the same, and the pattern of the keys should be checked to see that each key fits only one lock.

SUMMARY

Often, the most difficult problem to overcome in implementing a lockout or tagout procedure is the assumption by a person working on the equipment that the job is too small to merit tagging and locking out. Yielding to the temptation to bypass this procedure may cost a life. Intermittently-operating equipment such as pumps, blowers, fans, and compressors is harmless when not operating; but it must not be assumed that because such equipment is not functioning that it will stay that way.

The procedures outlined above can provide a basis for the establishment of specific tagout and lockout procedures for all operating and maintenance operations. The procedures outlined should be regarded as basic safety requirements. Some workplace conditions may require more stringent procedures to ensure safety of personnel and equipment.

PERSONAL PROTECTIVE EQUIPMENT

Purpose

To require the use of personal protective equipment where there is reasonable probability an injury or illness can be prevented by such equipment. All employees working in or entering a hazardous environment will wear the required personal protective equipment. Failure to comply with all aspects of this policy is grounds for disciplinary action. This policy applies to operations, processes or work which involve(s) a hazardous environment.

Policy Statement

- A. The City of Moberly considers the safety and health of its employees to be of the utmost importance.
- B. All employees working on or visiting areas where hazardous activities are occurring (i.e., construction, operations, and maintenance) will be provided with and required to wear or use personal protective equipment as directed by this policy.

Definitions

- A. Anchorage – A secure point of attachment for lifelines, lanyards or deceleration devices, and which is independent of the means of supporting or suspending the employee.
- B. ANSI - American National Standards Institute
- C. Body harness – A design of straps which may be secured about the employee in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.
- D. Buckle – Any device for holding the body belt or body harness closed around the employee's body.
- E. Competent person – A person who is capable of identifying hazardous or dangerous conditions in the personal fall arrest system or any component thereof, as well as in their application and use with related equipment.
- F. Connector – a device which is used to couple (connect) parts of the system together. It may be an independent component of the system (such as a carabineer), or an integral component of part of the system (such as a buckle or D-ring sewn into a body belt or body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard).
- G. DBA - A unit for expressing the relative intensity of sound.
- H. Dielectric Strength - a nonconductor of direct electric current.
- I. Eye and Face Protection - protective devices intended to shield the wearer's eyes and face from a variety of hazards, shall meet the

requirements and specifications established in the American National Standard Institute's Practice for Occupational and Educational Eye and Face Protection Z 87.1 - 2003.

- J. Face shield - A protective device commonly intended to shield the wearer's face, or portions thereof, in addition to the eyes, from certain hazards.
- K. Goggle - A protective device intended to fit the face immediately surrounding the eyes in order to shield the eyes from a variety of hazards.
- L. Hand and Body Protection - Protective gloves or clothing worn by an individual to reduce the risk of contamination or electric shock.
- M. Hard Hats – hard hats for protecting heads from impact and penetration, from falling and flying objects, shall meet the requirements and specifications established in the American National Standard Institute's Safety Requirements for Industrial Head Protection, Z89.1 - 2003.
- N. Hearing Protection - A protection device designed to reduce the effects of noise exposure.
- O. Lanyard – A flexible line of rope, wire rope or strap which is used to secure the body belt or body harness to deceleration device, lifeline or anchorage.
- P. PPE - Personal Protective Equipment
- Q. Personal fall arrest system – A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.
- Q. Protective Footwear - A protective shoe or boot worn by an individual to reduce the risk of impact, contamination or electric shock. Footwear shall meet the requirements and specifications established in the American National Standard Institute's guidelines (ANSI Z41 - 1991).
- R. Respiratory Protection - A protective device that is issued to reduce individual exposure to occupational disease caused by breathing air contaminants (e.g. harmful dusts, fogs, fumes, mists, gases, smokes, particles, sprays, and vapors). Respirators shall meet the requirements and specifications established in the American National Standard Institute's guidelines (29 CFR 1910.134).
- S. Safety Restraint Device - A safety device (seat belts, shoulder harnesses, etc.) used to restrain an individual in a moving vehicle to reduce the severity of injury.
- T. Safety Vests/Shirts - A vest or shirt worn by an individual working in areas where it is determined necessary that they be clearly visible.

- U. Spectacle - A protective device to shield the wearer's eyes from a variety of hazards, depending on spectacle type.
- V. Tie-off – The act of an employee wearing personal fall protection equipment connecting directly or indirectly to an anchorage. It also means the condition of an employee being connected to an anchorage.

Responsibilities

- A. Department/Division heads and supervisors are responsible for administration of this policy as it pertains to employees and work areas under their jurisdiction. Employees are responsible for observing safe operating procedures pertinent to their duties and for being familiar and complying with this policy.
- B. Department/Division heads shall identify the work areas and hazardous environments and formulate written policies for same.

Hard Hats

- A. Hard hats shall be worn by all employees who are required to work, including but not limited to, any of the following circumstances or conditions:
 - 1. Within a posted hard hat area.
 - 2. On any job where an employee may be struck by falling or flying objects or menaced by bumps, such as, but no limited to:
 - a) Traffic sign maintenance and installations;
 - b) Street lighting maintenance and installation;
 - c) Heavy equipment activities;
 - d) Shovel gang operations;
 - e) All demolition activities;
 - f) All construction and excavation activities including road work;
 - g) Tree trimming or removal activities;
 - h) Below lift or scaffold activities;
 - i) Storage, stockpile, or inventory storage activities where posted.
 - j) Where the danger from electrical hazards exist
- B. Hard hats must, at a minimum, meet current OSHA Class G level, which protects against impact hazards and provides limited voltage protection (up to 2,200 volts).
- C. Bump style caps are not allowed.
- D. Hard hats are to be inspected, maintained, and worn in accordance with the manufacture's recommendations.
- E. Hard hats that sustain a heavy impact are to be taken out of service.

Eye and Face Protection

- A. Proper eye protection may include, but not limited, the following: safety glasses, with or without safety side shields, splash goggles, face shields, welding helmet, and welding goggles
- B. Appropriate eye and face protection shall be worn by all employees who are required to work, including but not limited to, any of the following circumstances or conditions:
 - 1. All operations where hardened metal tools are struck together.
 - 2. Where equipment or material is struck by a hand tool.
 - 3. Where the cutting action of a tool causes particles to fly.
 - 4. By other employees who may be exposed to flying particles.
 - 5. Mowing operation and chain saw use.
 - 6. Where woodworking or cutting tools are used head-high or overhead with the chance of particles falling or flying into the eyes.
 - 7. When cutting wire and cable, striking wrenches, using hand drills, chipping concrete, removing nails from scrap lumber, shoveling material head high, or using wrenches or hammers overhead, and on other jobs where particles of debris or materials may fall.
 - 8. Where exposed to splashes or corrosive chemicals or fine dust or mist.
 - 9. Where the face is exposed to radiant heat.
 - 10. For operations such as oxyacetylene welding, cutting, lead burning, and brazing.
 - 11. For any operation involving sawing or buffing metal, sanding, grinding, handling chemicals, or other hazards.
 - 12. Operation of powered landscape maintenance equipment (e.g., weed eater, trimmers, chippers, blowers, mowers, edgers, chain saws).
 - 13. All types of pneumatic tools (e.g., pressurized mechanical power washers).
- C. Selection - refer to selection chart and protective devices.
- D. Safety glasses are not required in transit between jobs.

Hearing Protection

- A. All City employees will be provided with and required to wear an approved hearing protection device when exposed to noise which exceeds those levels and exposure limits as established by the Occupational Safety & Health Administration. Such protective devices shall have an Environmental

Protection Agency Noise Reduction Rating (NRR) so as to provide adequate protection. The following listing is representative (not all inclusive) of the activities possibly requiring the use of hearing protectors:

1. Operations using landscape maintenance equipment
 2. Operations at utility facilities
 3. Operations in construction areas
 4. Operations of heavy equipment
 5. Operations in machine shops
 6. Operations involving equipment used in street repair
- B. Supervisors are responsible for the distribution of hearing protectors and will share the responsibility for proper use.
- C. Hearing protective equipment (of a non-disposable nature) will be replaced only upon receipt of the original equipment, showing why it is no longer useful, or upon reasonable explanation as to why the equipment is missing or was destroyed beyond recovery. Should the equipment be damaged or lost through misuse or carelessness, the responsible employee may be charged the replacement cost of the equipment.
- D. The following table summarizes current permissible noise exposure limits:

<u>Duration per day, hours</u>	<u>Sound Level DBA</u>
8	90
6	92
3	97
2	97
1 1/2	100
1	105
1/2	110
1/4 or less	115

- E. The use of headset radios and music players by employees will not satisfactorily diminish ambient noise and may themselves create hazards and are, therefore, prohibited.

Safety Vests/Shirt

- A. To comply with the ANSI Class 2 Minimum Standards, employees working on, or near, a roadway shall be provided with apparel designed to warn motorists of their presence (orange safety vest or shirts).
1. Additional equipment such as orange gloves, cap, etc. may be provided if deemed appropriate.

2. The roadway is defined as the area between the curb and where curbs would be if said area does not have curbs.
 - a. Employees working in any other area where it is determined necessary that they be clearly visible shall also be provided with safety apparel
 - b. Employees, upon being provided with appropriate safety apparel shall wear same when working in any of the areas outlined above.
 - c. Each supervisor is responsible for the distribution and proper use of this equipment.
 - d. Each employee provided with safety apparel is responsible for its maintenance and proper use when in their care.
 - e. If this equipment is damaged or lost through misuse or carelessness, the responsible employee may be charged the replacement cost.

Hand - Body Protection

- A. Employees working in areas or operations where the following personal protective equipment is required shall wear the equipment as long as the hazard is or may be present.
 1. Work clothing - Appropriate clothing is provided or required when working for the City. The clothing shall not interfere with the performance of an employee or expose him/her to unnecessary hazards. Long sleeve shirts may be required on certain operations.
 2. Special clothing - Special clothing may be required to protect an employee from impacts and dust, fire and heat, vapors, moisture and corrosive liquids, as well as, temperature changes.
 3. Gloves - Appropriate gloves are provided and their use required when an employee is working in an area where he/she is exposed to injury to the hands or fingers from material, machinery, heat, chemicals, electrical, contact, sharp objects, etc.
 4. Each department or division is responsible for identifying those areas, operations, in which such equipment is necessary, including the type of equipment required.

Protective Footwear

- A. To establish minimum foot protection requirements for those employees involved in job activities where such protection is normally required.
 1. Shoes such as sneakers, sandals, canvas tops, are not acceptable in the work environment and are prohibited.
 2. Leather work shoes or boots with durable soles must be worn by all field personnel.

- a. This includes but is not limited to such occupations as street repair, park maintenance, firefighters, police officers, mechanics, utility service workers, maintenance personnel, building inspectors, etc.
 - b. Employees involved in working with or near electric utility lines or equipment shall have the appropriately designated footwear.
3. Each supervisor is responsible to ensure that proper footwear is being utilized by employees.

Respiratory Protection

- A. Respirators that are applicable and suitable for the purpose intended will be supplied to all employees when such equipment is necessary for their protection.
- 1. Respirators will be selected on the basis of hazards to which the worker is exposed. All existing inhalation hazards at various locations will be identified and personnel will be trained in the proper use of the equipment assigned to those particular hazards to which they are exposed.
 - a. Proper selection of respirators shall be made according to the guidance of 29 CFR 1910.134.
 - 2. Training will include the following:
 - a. Identification of the proper devices for the hazard involved.
 - b. Determining the proper fit.
 - c. Cleaning and care of the respirator(s).
 - d. Identifying worn and deteriorating parts, and replacement of same.
 - 3. A respirator should be assigned to individual employees for their exclusive use, in order to prevent the spread of any communicable diseases.
 - 4. Respirators will be cleaned and disinfected after use each day.
 - 5. Clean respirators should be stored in a convenient sanitary place. Most respirators will be purchased with a re-usable plastic bag for this purpose.
 - 6. Regularly inspect respirators for defects and deterioration of parts each time it is cleaned. If a defect is found, contact your supervisor (a substitute will be issued until yours can be repaired or replaced).
 - 7. Inspections will be made of all respiring devices to check for proper use, cleanliness, and proper maintenance. Inspection reports will be kept on file in the respective department.

8. An initial physical will be performed to determine if an employee is able to perform his duties while using a respirator. A periodic physical examination will be performed to determine if any inhalation problems have occurred during their use.

Vehicle Safety Restraint Devices

- A. All City vehicles and equipment designed to require or permit the installation of safety restraints (seat belts, shoulder harnesses, etc.) shall be so equipped.
- B. All drivers and occupants of City vehicles equipped with safety restraint devices are required to utilize them.
- C. All drivers of City vehicles equipped with safety restraint devices must require all passengers to utilize said equipment prior to the operation of the vehicle.
- D. The drivers of City vehicles shall not remove, defeat or deactivate any safety restraint device, and shall advise Vehicle Maintenance whenever said device is not functioning properly.
- E. The following may be considered exceptions of the above policies.
 1. When it becomes necessary due to an emergency to carry more passengers than the vehicle has safety restraints.
 2. Specific operations may be excluded from these regulations with written approval from the Department Director and City Manager.
 3. Riding on non-passenger areas is prohibited.

Fall Protection

- A. These are guidelines to protect all City of Moberly engaged in outdoor or indoor work activities that expose them to potential falls from elevations.
 1. Examples of Approved Fall Protection Systems:
 - a. Personal fall arrest system that includes full body harness, lanyard, connectors and anchor point
 - b. Guardrail system
 - c. Safety net
 - d. Safety monitoring system
 - e. Articulating man lift provide provided with a restraint system and full body harness to an anchor.
 2. Fall protection is required wherever the potential to fall 6 feet or more exists. The City of Moberly has identified the following places concerning fall protection:
 - a. All tasks requiring use of an articulating lift or bucket truck.

- b. All tasks requiring standing on the platform of the ladder truck.
 - c. Lift stations.
 - d. Water storage tanks and/or towers.
 - e. All tasks requiring to on flat or sloped roof location when within 6 feet of the roof edge or during roof repair and maintenance.
 - f. All open excavations or pits.
 - g. All mezzanine and balcony edges.

 - h. All tasks requiring employees to lean outside the vertical rails of ladders.
 - i. Fall protection is not needed if an employee or employees are on a low slope roof for inspection/observation only.
3. Maintenance and Storage of Equipment
- a. Never store the personal fall arrest equipment in the bottom of a toolbox, on the ground, or outdoors exposed to the elements.
 - b. Hang equipment in a cool, dry location in a manner that retains its shape.
 - c. Always follow manufacture recommendations for cleaning and inspecting.
 - d. Never use the equipment for anything other than personal fall arrest.
 - e. Once exposed to a fall, remove equipment from service.
4. Training
- a. Each employee who may be exposed to fall hazards will be trained to recognize the hazards and the procedures to follow to minimize the hazards. The training will include: fall hazards in the work area; correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems used; use and operation of the fall protection systems used; role of employees in fall protection plans; what rescue procedures to follow in case of a fall.
5. Rescue Procedures
- a. In the unlikely event that a fall arrest occurs on-site, personnel with the use of an articulating man lift or ladders where feasible, will rescue all employees. Alternate rescue would be through local emergency services.

WORK ZONE BARRICADING/CONSTRUCTION PROCEDURES

When working on a City Construction Project all traffic and safety devices shall conform to the “Manual on Uniform Traffic Control Devices for Streets and Highways”. It is necessary to provide/maintain such signs, lights and watchmen, fences/barriers as necessary to protect the work and provide for safe / convenient public travel.

During the construction period:

1. All excavations three feet or greater in depth shall be protected with a tape barrier not less than 42 inches high. Open trenches and other excavations shall be provided with suitable barriers, signs, and lights to the extent that adequate protection is provided to the public.
2. Obstructions shall be illuminated during the hours of darkness. This includes equipment, material storage, etc.
3. Warning signs shall be provided to properly control and direct traffic.
4. Street name signs shall be kept in service during the construction period.
5. If possible access shall be maintained for residents and businesses located along the job site. They shall be informed of any changes in access to their property. This should be done well in advance of the start of construction. The work should be scheduled to provide minimum inconvenience to the public.
6. Active utilities, sewers, gutters, and other drains shall be maintained in operating condition during the course of the work.
7. Utility company(s) or other interested parties shall be notified when utility lines are liable to be damaged through performance of the work, make arrangements as appropriate. Take reasonable precautions against damage to existing utilities. In the event of a break to an existing water main, gas main, sewer or underground cable, immediately notify a responsible official from the organization operating the utility interrupted.
8. Before entry into an open trench, employees shall shore, support, and take appropriate steps to protect themselves.

WARNING DEVICES/SIGNS INSPECTION FORM

It is the policy of the City that an assigned employee of the Street and Water/Sewer Department complete the following form at the time warning devices/signs are placed in the City right-of-way. Upon completion, this form must be retained in Departmental files.

Intersection/Street: _____

Type/Number of Warning Device/Sign(s):

Barricades _____	Barrels _____
Safety Fence _____	Signs _____

Warning Devices/Signs were situated at above location on: _____

Re-inspection(s) to ensure that warning devices are in place were made on:

Warning Devices/Signs were removed from site on: _____

Remarks: _____

 Assigned Employee

EMPLOYEE VIOLATION OF SAFETY REQUIREMENTS

- A. Any employee found to be in violation of this section or other sections of this manual shall be subject to dismissal in accordance with Section IX of the City Personnel Manual.

All employees may be dismissed at any time for any of the causes listed in Section IX. The employee will be advised in writing of the reasons for the dismissal no later than two days before the effective date. A copy of the dismissal notice will be placed in the employee's personnel file.

City of Moberly

City Council Agenda Summary

Agenda Number: _____
Department: Fire
Date: October 2, 2023

WS #7.

Agenda Item: A Request To Authorize The Interim City Manager To Complete A Sales Transaction For The 2007 Pierce Contender To The Sumner Fire Protection District For \$60,000.00.

Summary: The Fire Department/City Placed The 2007 Pierce Contender Onto The Brindlee Mountain Website For Sell. After Four Months, There Have Been No Offers To Purchase The Truck. We Were Contacted By The Sumner Fire Protection District Last Week About Possible Purchase Of The Engine. They Came To The Department, Ran The Truck Through Its Paces, And Went Back To Discuss Possible Purchase With Their Board And Their Banking Institution. They Contacted The Fire Department On Friday With An Offer For \$60,000.00 For The Purchase Of The Truck. The Department Recommends To Council To Accept The Offer.

Recommended

Action: Approve The Request And Move Toward Resolution

Fund Name:

Account Number:

Available Budget \$:

ATTACHMENTS:

☐ Memo	☐ Council Minutes
☐ Staff Report	☐ Proposed Ordinance
☒ Correspondence	☒ Proposed Resolution
☐ Bid Tabulation	☐ Attorney's Report
☐ P/C Recommendation	☐ Petition
☐ P/C Minutes	☐ Contract
☐ Application	☐ Budget Amendment
☐ Citizen	☐ Legal Notice
☐ Consultant Report	☐ Other _____

Roll Call

Aye Nay

Mayor

M___ S___ **Brubaker** ___ ___

Council Member

M___ S___ **Lucas** ___ ___

M___ S___ **Jeffrey** ___ ___

M___ S___ **Kimmons** ___ ___

M___ S___ **Kyser** ___ ___

Passed Failed